



## **Adaptation Programme and Financing Mechanism (APFM) for the Pilot Programme for Climate Resilience (PPCR) Jamaica (JA-L1048/ JA-G1002)**

---

### **Terms of Reference Community Animator**

#### **1.0 Background**

The Government of Jamaica (GOJ) has secured funding from the Climate Investment Fund (CIF) through the Inter-American Development Bank (IDB) to the tune of US\$ 17.896M; to finance the project entitled Adaptation Programme and Financing Mechanism (APFM) for the Pilot Programme for Climate Resilience (PPCR) Jamaica (JA-L1048/JA-G1002). This project was approved in December 2014.

The overall objective of the project is to increase Jamaica's resilience to climate change, through enhancing adaptive capacity across priority sectors. Specifically, the project is to

- (i) Mainstream climate change into development planning;
- (ii) Provide information on novel approaches, including climate financing, to overcome the challenges of climate change; and
- (iii) Disseminate lessons learned from adaptation interventions

The Ministry of Economic Growth and Job Creation (MEGJC), acting as Executing Agency for the Adaptation Programme and Financing Mechanism (APFM) for the Pilot Programme for Climate Resilience (PPCR) Jamaica, has established a Project Executing Unit (PEU) with office located at 16a Half-Way-Tree Road in Kingston. The PEU is responsible for the overall fiduciary, administrative, financial management and technical functions (including planning, coordination, supervision, staffing, procurement, monitoring and evaluation) in the implementation of the APFM for PPCR Jamaica.

The MEGJC through the PEU, is desirous of engaging the services of an individual to fill the post of **Community Animator** in its PEU.

## **2.0 Objective of the Assignment**

The Community Animator will work with communities in the Upper Rio-Minho Watershed area to assist community members in preparing for and assimilating the adaptive technologies introduced; and in maximizing the benefits of the Project's interventions.

## **3.0 Scope of Work and Activities**

The Community Animator, under the guidance from the PEU staff, is required to perform outreach and engagement duties in communities, liaise with stakeholder organizations and the Project's contractors/consultants. The Community Animator will be required to execute the following:

1. Perform Engagement roles:
  - i. Door-to-door outreach, lobby and street intercepts;
  - ii. Supporting focus groups and individual interviews;
  - iii. Organize meetings, workshops and events to engage the community;
2. Liaise with and support community members regarding:
  - i. The project's interventions;
  - ii. Training sessions and meetings as required;
  - iii. Assimilation of new climate change technologies;
  - iv. Articulating their experiences;
  - v. Interpreting results of the project's intervention.
3. Collaborate/liaise with contractors/consultants contracted by the Project to implement on-the-ground activities in the communities.
4. Collaborate with the AP&FM Projects' co-implementing agencies {Rural Agricultural Development Authority (RADA), Office of Disaster Preparedness and Emergency Management (ODPEM), Environmental Foundation of Jamaica (EFJ), JN Small Business Loans Limited (JNSBL), and Jamaica Agricultural Society (JAS)} to create synergies with the relevant operations of those agencies with the community activities of the AP&FM Project.
5. Assist community-based organizations (CBOs) in the Upper Rio Minho Watershed Area by providing capacity building and organizational development programmes.
6. Record and prepare quarterly and other reports (e.g. issues that need urgent attention) on the experience of the communities with the intervention activities of the Project.

## **4.0 Characteristics of the Contract**

**Type of Contract:** Individual Consultant

**Commencement Date:** The date of the Contract

**Place of Work:** Upper Rio Minho Watershed Area

**Level of Effort:** 200 person days per year

### **Qualifications and Experience:**

The Logistic Coordinator must have:

- A Bachelor's Degree in Community Development or related training from a recognized tertiary institution;
- At least 5 years' of relevant work experience in community animation, facilitating/leading community meetings and/or rural appraisal;
- Training in organizational development or at least 3 years' experience in organizational development in lieu of training;
- Familiarity with the Upper Rio Minho watershed and/or towns in the vicinity;
- Excellent administration, organizational and time management skills;
- Flexibility with working hours - ability to work evening and weekends if necessary.
- Excellent writing, communication and public speaking skills will be considered assets.
- Ability to engage with residents from multiple access points (social, economic background, faith communities, community groups and organizations).

## **5.0 Contract Management, Logistics, Timing and Other Requirements**

**5.1 Responsible Body:** The Contracting Authority (CA) is the MEGJC.

**5.2 Contract Management:** The Project Manager, APFM Project is responsible for the implementation matters related to this Contract.

**5.3 Duration:** This consultancy will have duration of one (1) year, renewable for further periods up to the end of the Project (February 2020), by mutual agreement.

## **6.0 Monitoring and Evaluation**

The activity will be monitored and evaluated by the PEU.