



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

Terms of Reference Logistics Coordinator

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 (AP&FM) 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 PEU will be planning and executing several workshops, seminars, conferences, study visits, expositions and exhibitions and in this regard, the MEGJC through the PEU, is desirous of contracting an individual consultant to coordinate the logistics of these activities.

2.0 Objective of the Assignment

The objective of this assignment is to undertake the planning, implementation and overall supervision of workshops, seminars, conferences, study visits, expositions, exhibitions and similar events on behalf of the PEU.

3.0 Scope of Work and Activities

The Logistics Coordinator will:

1. Develop an implementation plan for the events as conceptualized and designed under the project;
2. Act as a focal point for questions received from participants, stakeholders, potential speakers, and all other participants before and during the events;
3. Coordinate and secure permission (where applicable) from all relevant regulatory agencies for the holding of the events;
4. Liaise with the Communications Consultant, to undertake marketing, branding and promotion of the events (including printed and digital press, social media and radio);
5. Coordinate and follow-up on issuing invitations and raising interest for the high-level events through targeted invitations and outreach (including developing lists of participants by sector with updated contact information and titles);
6. Arrange venue booking and manage all logistical aspects for the venues;
7. Liaise with participants, including booth holders where applicable, and coordinate their participation in the event in terms of: booth/display/presentation requirements, set up, technology, times etc.
8. Liaise with relevant ministries, agencies and departments, the private sector and community/ non-governmental organizations in matters relating to the events;
9. Coordinate the rental of all equipment and liaise with all vendors to ensure that all services required for the holding of the event are confirmed and set-up;;
10. Organize transportation and catering for the participants, in accordance with sustainable criteria to reduce packaging and food waste etc.;
11. Manage the holding of the events and event day logistics (registration, meeting room/venue configuration, distribution of publication materials, logistical briefings, and handouts);
12. Manage the de-commissioning, dismantling and the collection by suppliers/renters of equipment, structures etc.
13. Develop and manage post-event correspondence, event evaluation surveys and prepare report on each event.
14. Any other tasks related to the events.

4.0 Characteristics of the Contract

Type of Contract: Individual Consultant

Commencement Date: The date of the Contract

Contract Duration: One year with option for renewal up to end of the Project (February 2020)

Place of Work: Project Office

Level of Effort: Full-Time

Qualifications and Experience:

The Logistic Coordinator must have:

- Minimum of a Bachelor's Degree Business Administration, Project Management, Events Management or related field from a recognized tertiary institution. Project Management certification will be recognized as equivalent.
- Minimum 3 years' of relevant work experience in successfully planning and organizing large and small scale events at national and community levels (evidence of organizing at least four events);
- At least 3 years' experience in:
 - Working with private sector stakeholders in mobilization, events planning and management.
 - Working with GOJ Ministries, Departments and Agencies for events and logistics planning.
 - Working with communities and non-governmental organizations.
- Excellent administration, organizational and time management skills;
- Strong verbal and written communication skills;
- Flexibility with working hours - ability to work evening and weekends, if necessary.

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 Contract 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.

