



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

ADVERTISEMENT

ADAPTATION PROGRAMME AND FINANCING MECHANISM (AP&FM) FOR THE PILOT PROGRAMME FOR CLIMATE RESILIENCE (PPCR)

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), funded by the Climate Investment Fund through the Inter-American Development Bank (IADB) (JA-L1048/JA-G1002), is desirous of engaging the services of Individual Consultants for the following positions in its Project Executing Unit (PEU). 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 Project.

1. COMMUNITY ANIMATOR

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.

Duties Include:

- Performing outreach and engagement duties in communities,
- Liaising with stakeholder organizations and the Project's contractors/consultants.
- Conducting door-to-door outreach, lobbying and street intercepts;
- Supporting focus groups and individual interviews;
- Organizing meetings, workshops and events to engage the community;
- Liaising with and support community members regarding:
 - The project's interventions;
 - a. Training sessions and meetings as required;
 - b. Assimilation of new climate change technologies;
 - c. Articulating their experiences;
 - d. Interpreting results of the project's intervention.
- Collaborating with the AP&FM Projects' co-implementing agencies to create synergies with the relevant operations of those agencies with the community activities of the AP&FM Project.
- Assisting community-based organizations (CBOs) in the Upper Rio Minho Watershed Area by providing capacity building and organizational development programmes.
- Recording and preparing quarterly and other reports on the experience of the communities with the intervention activities of the Project.

Qualifications and Experience:

1. A Bachelor's Degree in Community Development or related training from a recognized tertiary institution;

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

Level of Effort: 200 person days per year

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.

2. LOGISTICS COORDINATOR

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.

Duties Include:

- Developing an implementation plan for the events as conceptualized and designed under the project;
- Coordinating and securing permission (where applicable) from all relevant regulatory agencies for the holding of the events;
- Coordinating and following-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);
- Arranging venue booking and managing all logistical aspects for the venues;
- Liaising with participants, including booth holders where applicable, and coordinating their participation in the event in terms of: booth/display/ presentation requirements, set up, technology, times etc.
- Liaising with relevant ministries, agencies and departments, the private sector and community/ non-governmental organizations in matters relating to the events;
- Managing the holding of the events and event day logistics (registration, meeting room/venue configuration, distribution of publication materials, logistical briefings, and handouts);
- Managing the de-commissioning, dismantling and the collection by suppliers/renters of equipment, structures etc.
- Developing and managing post-event correspondence, event evaluation surveys and preparing report on each event.

Qualifications and Experience:

1. 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.

2. 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);
3. 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.
4. Excellent administration, organizational and time management skills;
5. Strong verbal and written communication skills;
6. Flexibility with working hours - ability to work evening and weekends, if necessary.

Level of Effort: Fulltime

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.

3. PROCUREMENT SPECIALIST

Objective of the Assignment:

The Procurement Specialist will be responsible for the effective and efficient implementation and management of the procurement processes for the Project.

Duties Include:

- Ensuring effective, transparent, accountable and efficient implementation and management of procurement processes;
- Ensuring that effective internal control mechanisms are integrated and continuously improved; and that procurements are carried out in accordance with the approved Procurement Plan; and
- Liaising with the Procurement Unit of the Administration and Asset Management Division of the MEGJC and IDB's procurement team to ensure process alignment.

Qualifications:

1. At least a Bachelor's Degree in Finance, Economics, Project Management, and/or other relevant disciplines.
2. Minimum 5 years of relevant work experience in procurement, especially in working with government, development agencies, and/or International Organizations.
3. Must have the ability to perform a broad range of specialized activities related to procurement management; including preparing bid documents and evaluation/tender reports; contract management; control of assets/inventory;
4. Candidates must be knowledgeable of the "Government of Jamaica Handbook of Public Sector Procurement Procedures";
5. Skilled in the use of Microsoft Office.

Level of Effort: fulltime

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

4. CONSULTANT ENGINEER

Objective of the Assignments:

The objective of this assignment is to provide engineering services for the identification of appropriate sites for the construction of one thousand eight hundred small check dams in the Upper Rio Minho Watershed Area and suggest appropriate design solutions for each site.

Duties Include:

- Consulting with the Rural Agricultural Development Authority (RADA) to ascertain the geographical areas of farm holdings with the greatest needs for soil conservation and surface water runoff protection;
- Preparing at least three design options for small check dam (no larger than 3metre³)
- Identifying the sites for the construction of 1,800 check dams in collaboration with RADA and the Clarendon Municipal Authority, indicating the appropriate design option and construction materials that are most suited to alleviate the level of climate risk for each identified site.
- Coordinating and supervising, in collaboration with RADA, a team of agricultural students from tertiary academic institutions, engaged to support the sites identification process.
- Recording and presenting findings to the RADA, the Municipal Authority and MEGJC/PEU each month;
- Sitting on the evaluation committee during the tender process for the construction firm;
- Following contract award to the construction firm, providing inspection services including materials testing, for the first six months of the construction phase.

Qualifications:

1. Master's degree in Structural/Agricultural Engineering;
2. Knowledge of Climate Change impacts and Climate Change Adaptation measures and soil sediment and erosion control;
3. At least 5 years' experience in soil and/or water conservation systems and flood control;
4. At least 5 years' experience working with rural communities; and,
5. Flexibility with working hours - ability to work evenings and weekends, if necessary.

Level of Effort: fulltime

Duration: This consultancy will have duration of one (1) year.

The Complete Terms of Reference for the positions may be accessed at www.megjc.gov.jm

The Consultant is required to have an up-to-date Tax Compliance Certificate (TCC) at the time of contract signing.

Selection will be in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Individual Consultants financed by the Inter-American Development Bank GN-2350-9, and this invitation is opened to all eligible candidates as defined in the policies.

We thank you for your expressions of interest, however, only short-listed applicants will be contacted.

All applications must be submitted on or before **Monday, 22nd May, 2017** to:

Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
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