

TERMS OF REFERENCE

Project Coordinator
National Emergency Management Office (NEMO) of Belize

1. BACKGROUND

- 1.01 The Project Coordinator will be responsible for managing the implementation of the multi-hazard impact-based forecasting and early warning system project for the Belize River Watershed in Belize. The project aims to improve the current observation network, modelling and analysis tools, undertake risk analysis and vulnerability assessment, develop multi-hazard maps, establish a reliable and operational forecasting and warning system, and enhance the technical staff capacity of the National Meteorological Service (NMS) of Belize and the National Emergency Management Office (NEMO) of Belize.

2. KEY RESPONSIBILITIES

- 2.01 The Project Coordinator will have the following responsibilities:

(a) **Project Management:**

- (i) Develop and maintain a detailed project plan, including timelines, milestones, and deliverables.
- (ii) Coordinate and oversee all project activities, ensuring their timely and successful completion.
- (iii) Monitor project progress, identify potential risks and issues, and develop mitigation strategies.
- (iv) Facilitate effective communication and collaboration among project stakeholders.
- (v) Oversee all incoming and outgoing project documentation.
- (vi) Update project procurement plan as necessary and at least annually.
- (vii) Prepare regular progress reports and present them to project stakeholders and Project Steering Committee (PSC).
- (viii) Maintain records of PSC meetings, decisions and actions.

(b) **Financial Management:**

- (i) Assist with the financial management of the project, including budgeting, tracking expenditures, and ensuring compliance with funding requirements.
- (ii) Coordinate the engagement of consultants and the procurement of goods and services.
- (iii) Monitor project expenditures and ensure efficient utilisation of project funds.

(c) **Technical Implementation:**

- (i) Work closely with the NMS and NEMO to coordinate and oversee the implementation of project activities.
- (ii) Provide guidance and support in improving the observation network, modelling and analysis tools, and multi-hazard mapping.
- (iii) Facilitate the establishment of a reliable and operational forecasting and warning system.
- (iv) Coordinate capacity-building initiatives to enhance the technical staff capacity of the NMS and NEMO.

- (d) **Stakeholder Engagement:**
 - (i) Liaise with relevant government agencies, regional institutions (e.g. Caribbean Institute for Meteorology and Hydrology, the University of the West Indies) and community stakeholders to ensure their active participation and support in the project.
 - (ii) Organise and facilitate meetings, workshops, and training sessions to promote stakeholder engagement and collaboration.
 - (iii) Foster effective relationships and partnerships with key stakeholders to achieve project objectives.

- (e) **Reporting and Deliverables**
 - (i) The Project Coordinator will report to the NMS. Key deliverables include:
 - (aa) Preparation of a Work Plan with timeline for the project.
 - (bb) Preparation of progress narrative and financial reports to NMS on a monthly and quarterly basis highlighting project advancement, challenges and adjustments. Upon validation of these reports by NMS, submit them to CDB for review and approval.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The ideal candidate for the position of Project Coordinator should possess the following qualifications and skills:

- (a) A Bachelor's (preferably a Master's degree) in a relevant field (e.g., project management, environmental sciences, disaster management).
- (b) Proven experience of at least 5 years in project management, preferably in the field of climate resilience, disaster risk reduction, or meteorology.
- (c) Strong organisational and leadership skills, with the ability to manage multiple tasks and stakeholders simultaneously.
- (d) Excellent communication and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders.
- (e) Proficiency in English is essential. Proficiency in Spanish is an asset.
- (f) Knowledge of multi-hazard impact-based forecasting and early warning systems is highly desirable.
- (g) Familiarity with the institutional and operational aspects of meteorological services and emergency management is an advantage.
- (h) Proficiency in project management software and tools.
- (i) Knowledge of the cultural and socio-economic context of the Caribbean and experience working in the Caribbean

4. DURATION AND LOCATION

4.01 The Project Coordinator will be engaged for 24 months and will be based in Belize.