**STRENGTHENING WATER RESOURCES MANAGEMENT AND CLIMATE RESILIENCE IN COASTAL AND INLAND WATERSHED COMMUNITIES IN JAMAICA PROJECT**

**DRAFT TERMS OF REFERENCE**

**PROJECT COORDINATOR**

1. **BACKGROUND:**
	1. In order to successfully carry out the captioned project the Faculty of Science and Technology at The University of the West Indies, Mona Campus plans to engage a Project Coordinator (PC) under contract. The PC will be responsible for undertaking the general administrative requirements of the overall project, including those related to project management, oversight, reporting and funding.
2. **OBJECTIVE**
	1. The overall objective of the PC is to ensure that project activities are executed in a timely and appropriate manner to achieve expected outputs and outcomes. The PC will be working with the Team Leads throughout the entire duration of the project.
3. **SCOPE OF WORK**

3.01 To successfully and effectively manage and coordinate the project’s implementation, the PC’s specific duties and responsibilities will include, but are not limited to:

1. Monitoring the activities of the project against the deliverable timelines and liaise with administrative departments at the UWI, Mona Campus and CDB for smooth disbursement of funds against deliverables.
2. Ensuring project deadlines are met.
3. Managing relationships with clients and stakeholders.
4. Designing and signing off on contracts and work plan agreements.
5. Overseeing all incoming and outgoing project documentation.
6. Updating project procurement as necessary and at least annually.
7. Managing the selection and engagement of consultants and contractors, and the procurement of goods and services in accordance with Procurement Procedures for Projects Financed by CDB (January 2021) and Procurement Policy for Projects Financed by CDB (November 2019).
8. Organising and assisting in project related activities, where required. These may include planning for meetings, local and national workshops, consultations, trips, and other project related activities.
9. Preparing risk mitigation plans.
10. Conducting project reviews and creating detailed reports for executive staff.
11. Maintain records of Project Steering Committee meetings, decisions, actions etc.
12. Optimising and improving processes and the overall approach where necessary.
13. Securing growth opportunities and initiating new projects (if applicable).
14. Reviewing and managing project budgets.
15. **QUALIFICATIONS AND EXPERIENCE**
	1. The PC must have the following minimum qualifications, training, experience and competencies:
16. Bachelor Degree in Environmental Sciences, Engineering, Disaster Risk Management, Natural Resource Management, Project Management, or relevant field or Project Management Professional certificate qualification and at least seven (7) years of experience in managing project teams as well as demonstrated competence in administration, record keeping, communication and engagement with relevant stakeholders such as senior government officials, international agencies and technical staff.
17. In addition, there is a strong preference for a candidate who has experience working in the area of climate change and sustainable development in the Caribbean (including community work and fieldwork) as well as knowledge management and data management.
18. **REPORTING REQUIREMENTS AND DELIVERABLES**
	1. The PC will be required to provide the following reports and deliverables to CDB:
19. Preparation of a work plan with timeline for the project.
20. Provide reports to the executive team on a monthly and quarterly basis highlighting project advancement, challenges and adjustments.
21. Develop the performance reports.
22. Manage the project budget consistent with project rollout plans.
23. General Project oversight and management.
24. **DURATION**
	1. The duration of this assignment is expected to be 20 consecutive months.