**ACTION FOR CLIMATE EMPOWERMENT SUPPORT IN SAINT LUCIA**

**TERMS OF REFERENCE**

**PROJECT COORDINATOR**

1. **BACKGROUND**

1.01 Saint Lucia is subject to vast tropical storms and hurricanes, which have caused devastating flooding and related hazards. The impact of these climate events can be of enormous proportions, as hurricane Tomas in 2010 showed. The cost of that single event accounted for 44% of gross domestic product, with more than USD336 million in damages in housing, infrastructure, and economic activities. Saint Lucia is forecasted to experience increased intensity of tropical cyclones and extreme rainfall events causing landslides, impacting lives and livelihoods, and damaging infrastructure. These hydrometeorological hazards that are already occurring and become disasters will only be exacerbated by the changing global climate.

1.02 In response to these challenges, the Government of Saint Lucia (GOSL) has actively pursued a climate agenda through the adoption of several policy instruments that guide the nation’s response to key climate challenges, both from a climate mitigation perspective (greenhouse gas emission reduction) and climate adaptation (vulnerability reduction and risk management). The overall objective of these instruments is to promote sustainable development patterns and a path to reducing climate impacts. As recognised in the analytical and policy documents supporting Saint Lucia’s climate action, many challenges lie ahead in the coming decades, requiring the mobilisation of climate actors, raising the awareness and increasing the capacity of all government, private sector and civil society actors. The Climate Change Act, No. 3 of 2024 (the Act), points at facilitation as a critical factor requiring constant support and the process for coordinating the development and integration of the National Adaptation Plan. This includes awareness-raising, capacity building, governance, incentives and mainstreaming climate change in the sectors. A National Climate Change Committee (NCCC) acts as a technical advisory body for the Act. Facilitation will remain a cornerstone of most climate changes activities in Saint Lucia and will continue to be critical for successful design of climate change mitigation and adaptation activities and channelling the necessary financing for their implementation.

1.03 The Department of Sustainable Development (DSD), as the focal point for the United Nations Framework Convention on Climate Change (UNFCCC) and implementing entity for the Act, is charged with the responsibility of facilitating support to public sector entities and civil society to execute climate mitigation and adaptation action. At the public sector level, the DSD plays a key role in mainstreaming climate activities across Government sectors, as mandated by climate policy instruments[[1]](#footnote-2), guiding the sectors in the use of public resources and international programs and funding mechanisms for climate-related activities. At the community level, the DSD plays a critical role in awareness raising and capacity building so that the population, the businesses communities and civil society respond to climate challenges in an effective manner.

1.04 From the civil society perspective, awareness and capacity building are crucial for the successful development and implementation of disaster risk reduction (DRR), which are activities to prevent, mitigate, and prepare for disasters, and climate change adaptation (CCA) activities. Understanding the community needs and motivations, taking into account social and gender considerations (with the role of women as key contributors to effective change) and using the right education and communication tools to drive action are crucial for successful project implementation and results. Both the National Emergency Management Organization (NEMO), responsible for DRR planning and response and the Division of Gender Affairs, are members of the NCCC and key players with whom DSD collaborates, in building climate resilience.

1.05 Climate change also poses a threat to the future of society and their economic prospects. Saint Lucia recognises that youth should be included in resilience-building efforts of the country and as a result, are a key target audience for capacity-building and awareness-raising activities of DRR and CCA. There are already national activities underway to engage youth in specific national socio-economic issues and there is now a focus on enhancing the knowledge and awareness to behaviour change for DRR and CCA.

1.06 The GOSL, through the Ministry of Finance, has received funding from the Caribbean Development Bank (CDB) for a project on Action for Climate Empowerment (ACE) support which will build capacity and raise awareness of various stakeholders, under the execution of the DSD and with oversight from a sub-committee or working group of the NCCC. CDB funding will be used for, among others, consultancy support to develop and execute a range of activities and mechanisms geared towards building capacity and awareness raising among community groups, media practitioners, students, education stakeholders and the general public on DRR and CCA. The overall outcome of this project is the creation of and strengthened capacity of communities, youth, public sector entities and the education sector to respond to climate change and disaster impacts. The specific activities to be included in the project execution are: (a) production of a gender-responsive and socially-inclusive community guidebook for DRR and CCA; (b) preparation of an emergency response and continuity of operations plans and training for the Departments of Education and Sustainable Development; (c) development of a media toolkit, in collaboration with the Media Association of Saint Lucia with training for media practitioners; (d) administration of a national school knowledge, attitudes and practices survey on CCA and DRR, (e) organisation of a national schools quiz, debate and fair; (f) organisation of a climate research symposium; (g) dissemination of public campaigns on the project, and (h) execution of a close-out workshop. ]

1.07 The DSD is now seeking a suitable candidate to undertake the role of Project Coordinator (PC) for the ACE Support Project.

1. **OBJECTIVE**

2.01 The objective of the PC consultancy is to provide project management services, inclusive of coordination, management and monitoring of all aspects of implementation of the ACE support project in Saint Lucia.

1. **SCOPE OF SERVICES**

3.01 The PC will have the following responsibilities:

1. **Project Management:**
2. Develop and maintain annual detailed Project work plans, including timelines, milestones, and deliverables.
3. Coordinate and oversee all Project activities, ensuring their timely and successful completion.
4. Monitor Project progress, identify potential risks and issues, and develop mitigation strategies.
5. Facilitate effective communication and collaboration among Project stakeholders.
6. Oversee all incoming and outgoing Project documentation.
7. Update Project procurement plan as necessary and at least annually.
8. Prepare regular progress reports and present them to Project stakeholders and Project Steering Committee (PSC) and CDB.
9. Maintain records of PSC meetings, decisions and actions.
10. Promote and establish links with related national and regional projects, and other international programmes.
11. **Financial Management:**
12. Assist with the financial management of the project, including budgeting, tracking expenditures, and ensuring compliance with funding requirements of the CDB and GOSL.
13. Coordinate the engagement of consultants and the procurement of goods and services, ensuring adherence to CDB’s and the GOSL’s procurement rules and guidelines.
14. Monitor project expenditures and ensure efficient utilisation of project funds in accordance with the approved annual budget.
15. **Technical Implementation**:
16. Work closely with the DSD to coordinate and oversee the implementation of project activities.
17. Provide guidance and support in accordance with the programme of activities.
18. Coordinate capacity-building initiatives.
19. Review of materials generated under the project.
20. **Stakeholder Engagement:**
21. Liaise with relevant Government agencies, regional institutions and community stakeholders to ensure their active participation and support in the project.
22. Organise and facilitate meetings, workshops, and training sessions to promote stakeholder engagement and collaboration.
23. Foster effective relationships and partnerships with key stakeholders to achieve project objectives.
24. **QUALIFICATIONS AND EXPERIENCE**

4.01 The ideal candidate for the position of PC should possess the following qualifications and skills:

1. A postgraduate degree in project management, environmental sciences, climate change, disaster risk management.
2. Proven experience in project management, preferably in the field of climate resilience or disaster risk reduction.
3. Strong organisational and leadership skills, with the ability to manage multiple tasks and stakeholders simultaneously.
4. Excellent communication and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders.
5. Proficiency in English is essential.
6. Knowledge of community engagement, capacity building, public awareness, behaviour change and communications in DRR and CCA.
7. Proficiency in project management software and tools.
8. Knowledge of the cultural and socio-economic context of Saint Lucia and experience working in the Caribbean.
9. **REPORTING REQUIREMENTS AND DELIVERABLES**

5.01 The PC shall report to the Chief Sustainable Development and Environment Officer or designate with dotted line reporting to the PSC.  The Chief is responsible for the approval and execution of all contractual matters. Key deliverables include:

1. Preparation of annual Project work plans for the ACE support project.
2. Reporting on the consultancies.
3. Preparation of progress narrative and financial reports to the DSD on a monthly and quarterly basis highlighting Project advancement, challenges and adjustments. Upon validation of these reports by the DSD, submit these to CDB for review and approval.
4. Preparation of a completion report on the achievement of the outcomes and outputs of the ACE support project. Upon validation of this report by the DSD, submit to CDB for review and approval.
5. **STAFFING & EQUIPMENT**

6.01 The PC can hire support staff as needed, however, the cost for hiring support staff will be the responsibility of the PC and not covered by the DSD. The DSD will not be responsible for providing administrative support.

6.02 No equipment will be purchased for this consultancy; therefore, the PC will be responsible for acquiring any equipment (including laptop and cell phone) needed to achieve project objectives. Office space only, will be provided by the DSD, including the use of shared equipment e.g. photocopier, printer.

1. **DURATION AND LOCATION**

7.01 The PC will be engaged on a full-time basis for 30 months and will be based at the DSD’s Office, Saint Lucia.  Due to the nature of the assignment, the position will require the successful candidate to be physically on the ground.  No relocation packages will be provided.

1. Policy instruments include the Climate Change Adaptation Policy (CCAP), the National Adaptation Plan (NAP) and associated sectoral plans and the Nationally Determined Contribution (NDC). [↑](#footnote-ref-2)