



## **STAR-Fish – Sustainable Technologies for Adaptation and Resilience in Fisheries**

**Global Affairs Canada (GAC) - P012938**

### **TERMS OF REFERENCE FOR PROJECT COORDINATOR**

#### **BACKGROUND**

The Caribbean Regional Fisheries Mechanism (CRFM) was established in 2003 as an institution of CARICOM, to promote and facilitate the conservation, management and responsible utilization of the region's fisheries and other living marine and aquatic resources for the economic and social benefits of the people of the region. The CRFM consists of three bodies – the Ministerial Council; the Caribbean Fisheries Forum; and the CRFM Secretariat. The members of the CRFM are: Anguilla, Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago and the Turks and Caicos Islands.

The Global Affairs Canada (GAC), under the leadership of the Minister of Foreign Affairs; the Minister of Export Promotion, International Trade and Economic Development; and the Minister of International Development, is responsible for advancing Canada's international relations, including, *inter alia*: Developing and implementing foreign policy; Fostering the development of international law, international trade and commerce; Providing international assistance (encompassing humanitarian, development, and peace and security). Global Affairs Canada manages Canada's relations with foreign governments and international organizations, engaging and influencing international players to advance Canada's political, legal and economic interests, including poverty reduction, the empowerment of women and girls, the promotion of a rules-based international order, international peace and security, human rights, inclusive and accountable governance, peaceful pluralism, inclusion and respect for diversity, and environmental sustainability. GAC Overseas Development Assistance (ODA) approved countries are Belize, Dominica, Grenada, Guyana, Jamaica, St. Lucia, St. Vincent and the Grenadines, and Suriname

The STAR-Fish – “Sustainable Technologies for Adaptation and Resilience in Fisheries” project has been approved by GAC with the CRFM as Project Executing Agency. The overall object of the project is to enhance sustainable economic growth through building (or improving) resiliency of the Caribbean fisheries sector. It will address two broad development issues: 1) the need to build competitiveness and unleash key economic drivers by contributing to sustainable growth of the economies of CARICOM Member States; and 2) to advance climate adaptation by assisting to reduce vulnerability to disaster risk and the effects of climate change, and to ensure effective management of the natural resources across Member States.

#### **OBJECTIVES OF THE CONSULTANCY**

The Project Coordinator (PC) will oversee and coordinate the implementation of the STAR-Fish Project. He/she will be responsible for planning, implementing, and ensuring that the Project's deliverables are successfully completed on time and within the approved budget. He/she will be responsible for leading and managing the Project's technical and administrative teams, managing resources including short-term consultants, communicating with stakeholders, and ensuring the timely preparation and submission of progress reports to donors and other stakeholders.

The PC is responsible for the development and implementation of the project workplan and budget, and the day-to-day management of project resources and administrative / support staff. He/ She will coordinate the schedule, budget, issues and risks and make sure the project management framework is well-organized and that it runs smoothly. This will include communicating with participating States and stakeholders, CRFM Staff, and development partners to ensure transparency, coordination, input and guidance for efficient development and implementation of project activities.

The PC will implement the policies, regulations, and procedures approved by the Project Steering Committee (PSC) and the CRFM Operations Manual. He/she will liaise with GAC and CRFM for technical and financial matters, as well as any other implementing partners.

The PC will prepare progress reports and provide regular updates to CRFM's Management and the Project Steering Committee (PSC) on all aspects of Project activities.

The PC will be engaged as a CRFM Project staff and will report to and be directly supervised by the CRFM's Executive Director or Deputy Executive Director. He/She will be based at the CRFM Headquarters in Belize City, Belize.

## **SPECIFIC RESPONSIBILITIES AND TASKS**

The Project Coordinator will be specifically responsible for the following roles/responsibilities:

- Under the overall supervision of the Executive Director, the Project Coordinator will work on the following tasks to coordinate the planning and implementation of the project:
  - Developing detailed annual work and budget plans based on approved overall work plan.
  - Support development of a grievance redress mechanism (GRM)
  - Coordinate and support the development and timely submission of work plans and budgets from implementing partners.
  - Prepare schedules for project activities listed in the annual work plans to ensure all activities are completed on time; ensure timely and daily management of the project and implementation of all activities in accordance with the rules and regulation of the donor and the CRFM.
  - Prepare terms of references and coordinate the recruitment of consultants/partners and managing the work implementation of consultants/partners.
  - Manage, monitor and guide contracted consultants/partners to work on the activities and objectives listed in the work plan and ensuring that their work is conducted in a timely manner and with high quality.
  - Review all deliverables and reports of contracted consultants/partners before submitting to the donor to ensure the quality of these products are according to relevant guidelines, TORs and hold the expected standard of quality.
  - Monitor project implementation and conduct risk analyses to identify potential challenges and develop mitigation strategies to ensure timely delivery of outputs.
  - Lead and manage the project staff
  - Prepare and submit regular financial and technical reports to donors, officials and policymakers including but not limited to the Ministerial Council of the CRFM
  - Coordinate the development and implement a communication plan to keep stakeholders informed and engaged throughout the project.
  - Organize and lead project meetings and workshop to provide status updates, facilitate planning, implementation of activities and provide capacity building for project beneficiaries.

- Participate in management meetings of the CRFM to ensure coordination and coherency of the Project's activities with those of CRFM including other projects being implemented.

## **SCOPE**

### **Coordination and Managerial Tasks**

- Review reports and other products of project Consultants.
- Coordinate and actively participate in meetings with stakeholders.
- Draft technical TORs in coordination with the CRFM Project Team Lead identified by the CRFM Secretariat.
- Direct supervision of the consultants/contractors to ensure delivery of all project outcomes and outputs.
- Observe project management procedures to facilitate project implementation and ensure delivery of high-quality outcomes.
- In consultation with regional and local partners, prepare the project's annual work plans and budget allocations.
- Facilitate communications and linkages at regional, national, and local levels.
- Maintain a professional and productive working relationship with CRFM, GAC, governments of project countries, and all other project partners.
- Organise, facilitate and participate in PSC meetings and provide secretariat support as required.
- Assist with convening the project's PSC and ensure the PSC provides timely and effective inputs to project implementation processes.
- Organize regional project workshops, meetings, draft the agenda, and record decisions of meetings as required.
- Participate in the public relations and awareness raising activities for the project.
- Coordinate work among any Project Management Unit (PMU) staff and consultants.
- Supervise the management of the project budget in accordance with the agreed work plan and approved disbursement of project funds.
- Maintain good communications with project partners and others.
- Coordinate committed in-kind and in-cash contributions for the project.
- Coordinate planning, recruitment and supervision of experts/contract institutions as required to undertake tasks of a regional nature in accordance with annual workplan.
- Coordinate consultant teams, as necessary.
- Responsible for the overall delivery of project results, outcomes, and indicators.
- Responsible for preparing the project's progress reports and Project Implementation Reports (PIRs) as appropriate
- Participate in any project Mid-Term Evaluation and Terminal Evaluation as required by such external evaluators as may be identified by GAC.
- Coordinate and assist with preparation of the Terminal Report.

- Review reports and other products of project Consultants.
- Coordinate and actively participate in meetings with stakeholders.
- Draft technical ToRs in coordination with the CRFM Project Team Lead (PTL).
- Direct supervision of the consultants to ensure delivery of all project outcomes and outputs.
- Observe project management procedures to facilitate project implementation and ensure delivery of high-quality outcomes.
- In consultation with regional and local partners, prepare the project's annual work plans and budget allocations.
- Facilitate communications and linkages at regional, national, and local levels.
- Maintain a professional and productive working relationship with CRFM, GAC, governments of project countries, and all other project partners.
- Organize regional project workshops, meetings, draft the agenda, and record decisions of meetings as required.
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- Coordinate consultant teams, as necessary.
- Responsible for the overall delivery of project results, outcomes, and indicators.
- Responsible for preparing the project's progress reports and Project Implementation Reports (PIRs)
- Participate in any Mid-Term Evaluation and Terminal Evaluation, as required by GAC.
- Coordinate and assist with preparation of the Terminal Report.

## **Relationships**

The Project Coordinator (PC) will:

- Be accountable at the regional level for the achievement of project objectives, results, and all fundamental aspects of project execution.
- Present project status reports to the CRFM Management and the PSC.
- Maintain an excellent working relationship with the PSC.
- Be accountable to the CRFM for the achievement of project objectives, results, and all technical aspects of project execution.
- Maintain regular communication with regional and national project partners interested in furthering the project outcomes.
- Supervise the work of project support staff.
- Supervise the work of consultants and project partners.

## **EXPECTED RESULTS**

### **Outputs of the Coordination and Managerial Tasks**

- Project Management Unit is fully functional.
- Project Steering Committee (PSC) meetings held at least every six months with corresponding minutes prepared and submitted.
- Scheduled project activities completed successfully.
- Project activities coordinated with other relevant projects at national and regional levels.
- Ensure timely and quality technical outputs by the Environmental and Social Safeguard Specialist and consultants.
- Presentation and dissemination of project relevant information nationally and regionally.
- Annual operational plans including procurement plan and annual budget prepared and submitted on time to CRFM and GAC
- Quarterly and bi-annual technical reports (Progress Reports, Project Implementation Reports) prepared and submitted to the CRFM Secretariat completely and timely.
- Regional, national, local and site level workshops and other monitoring meetings convened as needed.
- Plan the recruitment and supervision of experts/contract institutions as required to undertake tasks of a regional transboundary nature in accordance with annual workplan.
- Assist CRFM and GAC team leader and any independent evaluator (to be appointed by GAC) with the Mid-Term Evaluation and/or Final Evaluation of the project, as may be determined necessary by GAC.

Project output/activity documents will be submitted to the Project Steering Committee for review and approval, with No Objection from the GAC.

## **METHODOLOGY**

- The Project Coordinator will be supervised by the Executive Director or the Deputy Executive Director to coordinate the implementation of the project.
- The Project Coordinator will be employed on a contractual basis (fixed-term) and stationed at the CRFM Secretariat, Belize City, Belize. Employment will be over a 38-month period, with performance evaluated annually in accordance with the contractual and human resource policies of the Caribbean Regional Fisheries Mechanism (CRFM) the Project Executing Agency.

## **QUALIFICATIONS AND WORK EXPERIENCES**

### **Education:**

- Advanced degree in marine science or natural sciences or related discipline.

### **Experience:**

- Minimum 10 years of demonstrable experience in managing donor funded projects; experience working on GAC projects is an advantage;
- Knowledge of and experience in climate change, fisheries conservation and management and gender mainstreaming in development planning;
- Knowledge on and work experience in the Caribbean;

- Language: Written and oral proficiency in English is required;
- Experience in programme planning, design, follow-up, management, report writing, monitoring and evaluation of projects;
- Experience in workshop planning and facilitation/coordination as well as stakeholder identification and analysis
- Experience in working with various partners, working with international and national experts to implement project activities
- Experience in preparing project reports; and
- Demonstrated ability to work in and manage a team

## **COMPETENCIES**

### **Functional Competencies:**

- Strong technical writing skills in English
- Excellent coordination and leadership skills; as well as
- Relationship management skills.

### **Corporate Competencies:**

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity and ethical standards