

Terms of Reference

National Project Coordinator (NPC)

Project: Meeting the Challenge of 2020 in The Bahamas
Post title: National Project Coordinator
Duration: 60 months
Duty station: New Providence (BEST Commission)

Expected Outcomes and Deliverables

The Project Coordinator's main duties and responsibilities are to:

1. Act as secretary to the PSC;
2. Coordinate, manage and monitor the implementation of the GEF 2020 Project conducted by the local and international experts, consultants, subcontractors and cooperating partners; this includes planning, initiating and managing national project activities according to the project document and the procedures in the official UNEP Operational Guidelines;
3. Organize Project Steering Committee meetings;
4. Prepare detailed workplan and budget under the guidance of the PSC;
5. Ensure effective communication with the relevant authorities, institutions and Government departments in close collaboration with the Project Steering Committee;
6. Acting as the technical focal point for national stakeholders and broaden national stakeholder base where relevant, e.g. by organizing national stakeholder consultations and facilitating national stakeholder meetings;
7. Foster, establish and maintain links with other related national and international programmes and initiatives;
8. Identification of additional national co-finance as the FSP develops;
9. Prepare and oversee the development of Terms of Reference for FSP components, Targeted MPA Site Teams, other consultants and experts;
10. Organize, contract and manage the consultants and experts, and supervise their performance;
11. Coordinate and oversee the preparation of the outputs of the GEF 2020 Project;
12. Manage the FSP finance, oversee overall resource allocation and where relevant submit proposals for budget revisions to the PSC and UNEP;
13. Manage the overall FSP ensuring that all the activities are carried out on time and within budget to achieve the stated outputs;
14. Coordinate the work of all stakeholders under the guidance of the NEA and the PSC and in consultation with the UNEP Task Manager;
15. Ensure that information is available to the PSC about all Government, private and public sector activities, which impact on GEF 2020 Project; and
16. Prepare and submit to UNEP and the PSC, regular progress and financial reports

Reporting structure

The NPC will report to the NEA on a daily basis. The Coordinator will serve as the secretary and provide support to the PSC.

Qualifications

Education

University degree or equivalent qualification in an environmental science, environmental planning or related field. A Master's degree is preferred.

Required Skills

- Team player who possesses excellent organisational skills;
- Excellent written and oral communication skills;
- Computer literacy with familiarity with Microsoft Office Suite; and
- Strong swimmer, certified SCUBA diver and comfortable in and around boats would be assets.

Experience

- Experience in undertaking similar assignments, preferably with experience in The Bahamas; and
- Familiarity with multilateral environmental agreements, including CBD and UNFCCC would be an asset.

Languages

Fluency in English is required.