

Terms of Reference

1. Position Information

Office/Unit/Project	Climate-Resilient Agriculture for Integrated Landscape Management Project
Title	Finance and Administrative Assistant
Level	
Duty Station (City and Country)	Grenada
Type (Regular or Short-term)	
Office- or Home-based	Office
Expected Starting Date	18 th August 2025
Expected Ending Date	30 th June 2026
Position Number	

2. Office/Unit/Project Description

UNDP Barbados and the Eastern Caribbean Multi-Country Office aims to create an enabling environment where our National Governments have the capacities for inclusive and sustainable human development; meet their regional commitments, and internationally agreed objectives including the SDGs. The MCO focuses on policy and knowledge advisory services that facilitate poverty reduction, improved democratic governance, sound environmental management, climate resilience, options for sustainable energy and building resilience to natural and man-made hazards.

Grenada's biodiversity is being threatened by unsafe agricultural practices and encroachment from human settlements, resulting in habitat loss and fragmentation, overexploitation of biological resources, and pollution. The presence of invasive alien species and climate change are also drivers of biodiversity loss in the country. Land degradation has affected a significant amount of the land resources in Grenada; deforestation and fragmentation of forests in the form of forest clearance to allow for residential and commercial development, non-sustainable agriculture, forest fires, and coastal tourism development are the main forces behind land degradation in Grenada. Integrated agroecosystem management, which incorporates sustainable land management (SLM) and biodiversity conservation into production landscapes, may provide a solution to biodiversity loss and land degradation in the country. SLM and biodiversity conservation objectives need to be mainstreamed into national land use planning, sectoral policies, and legal frameworks. Incorporated into SLM are climate smart agriculture (CSA) practices that can contribute to ensuring the long-term sustainability of agricultural

production at the community and producer levels.

The threats to biodiversity and ecosystem services in both terrestrial landscapes and marine seascapes are characteristic of small volcanic islands with steep hillsides and marine island shelves adjacent to the depths of the ocean. Threats include: loss of indigenous forms, degradation of ecosystems, fragmentation of habitats, overexploitation of terrestrial wildlife, over-exploitation of marine stocks and habitat, forest fires, and multiple climate change impacts, including variation in seasonal marine and land-based water quality.

SLM and biodiversity conservation objectives need to be mainstreamed into national land use planning, sectoral policies, and legal frameworks. Incorporated into SLM are Climate-Smart Agriculture (CSA) practices that can contribute to ensuring the long-term sustainability of agricultural production at the community and producer levels. Further, a "ridge to reef" approach that increases Protected Areas management effectiveness and applies targeted SLM practices that engage civil society with Government competent authorities in innovative co-management arrangements can support the protection of biodiversity and ecosystems functions. However, there are several barriers that stand in the way of advancing this long-term solution of the effective implementation of SLM and CSA practices and the mainstreaming of biodiversity conservation into landscapes in Grenada. These include:

- a) Insufficient systemic and institutional capacity for integrated SLM and biodiversity conservation landscape-level planning;
- b) Lack of a systemic approach and mechanisms for Protected Areas management and insufficient geographic coverage of TPAs and MPAs;
- c) Lack of access to financial mechanisms and technical and information services, thereby limiting investment in sustainable agricultural planning and practices; and
- d) Limited awareness, understanding, and knowledge of CSA and SLM techniques and practices integrated with biodiversity conservation.

To tackle these and other challenges, UNDP supports the Government of Grenada through a portfolio of national projects within its thematic cluster on Nature-Based Solutions for a Sustainable Planet and Closing the Energy Gap.

The Government of Grenada and UNDP wishes to engage an experienced project administrator, with a strong background in sustainable development. The ideal candidate will have an understanding of interconnected environmental, social and economic issues related to national priorities, and can quickly and effectively provide technical expertise to advance project objectives of enhanced climate change adaptation and sustainable resource use in Grenada.

3. Scope of Work

Under the supervision of the Project Coordinator (PC), the Finance and Administrative Assistant will be primarily responsible for providing high quality project and administrative, coordination and monitoring support for the implementation of the projects. S/he will work with the Project Coordinator to maintain key strategic and monitoring functions with the UNDP offices, government, and communities in line with the objective and outcomes of the projects.

The Project Coordination Unit (PCU), which includes the Project Coordinator and the Finance and Administrative Assistant, will work to ensure a human-rights based, gender-responsive and interdisciplinary approach to the project that maximises sustainable development gains and minimises negative environmental and social impacts, delivering results in a manner that is cost-effective, efficient, transparent and demonstrates the added value of the work to the country.

The Finance and Administrative Assistant will be expected to deliver results in the areas of:

Partnership building

- Support the PC in developing and maintaining relationships with main counterparts within country in line with the stakeholder engagement plan (e.g., with government departments, NGOs, community leaders) to ensure buy-in and successful implementation.

Administration, coordination, and document management

- Set up and maintain all project files, including contracts, asset registry, inventory, and financial records, in line with UNDP or national policies, as relevant
- Update work plans and budgets in UNDP's corporate financial system, supported by the Programme Associate
- Collect project related information and data and ensure all relevant documents are uploaded in the database
- Administer the corporate quality review process
- Administer project budget revision control
- Establish document control procedures
- Support the preparation, organisation, and distribution as relevant of all project-related documents, inclusive of correspondence, contracts, financial statements and other documents
- Ensure project files are in order, for all audit and evaluation processes

Project implementation

- Support the PC to ensure timely preparation and endorsement of Annual Work Plans
- Assist in the financial management tasks under the responsibility of the Project Coordinator, including preparation of timely requests for financial advances and direct payments, processing approved payments with all supporting documentation
- Provide coordination support to consultations and capacity building activities in-country and regionally, including logistics and travel
- Support the Project Coordinator in procurement, recruitment, and contract management, including verifying application of government or UNDP procedures as relevant
- Facilitate the activities of consultants e.g., identifying and coordinating with relevant stakeholders
- Coordinate and provide logistics support for field visits and project-related missions
- Maintain comprehensive project records, assets, and inventory in line with Government and UNDP processes, as relevant
- Support the development and operationalisation of a sustainability plan for the project

Project monitoring and reporting

- Support Project Coordinator in budget planning and monitoring of ongoing activities against the projects' Results and Resources Framework
- Monitor and analyse project delivery for corporate and donor reporting
- Support Project Coordinator in using UNDP's Corporate Financial System and the Corporate Reporting Platform to update project progress, achievement of targets, risk logs, etc. on a quarterly basis
- Ensure monthly reconciliation between project financial records and the Ministry of Agriculture's cash book/records, especially for submission of quarterly financial reports (FACE forms) to UNDP
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports and oversees the overall financial processes for the project in collaboration with the Project Coordinator
- Coordinate Project Steering Committee (PSC) meetings, including logistics and document management
- Support the PC in managing and monitoring project risks as initially identified; support the submission of new risks to the PSC for consideration and decision on possible actions if required; and update the status of these risks by maintaining the Project Risk Logs
- Monitor financial resources for effective and transparent utilisation of available resources, in collaboration with the Project Coordinator
- Support preparation of quarterly and annual progress reports and other stipulated reports for submission to UNDP, the GEF and the PSC as relevant, including the annual Project Implementation Report (PIR); identify risks, challenges and causes of potential bottlenecks to

implementation and action mitigation measures, including modification to activities where appropriate

- Participate in periodic project evaluations and audits, including developing, implementing, and updating management responses and key actions
- Support the monitoring of previously identified/emerging social and environmental risks

Project closure

Support the Project Coordinator to:

- Prepare Final Project Review Reports for submission to the PSC
- Identify follow-on actions and submit for consideration to the PSC
- Ensure the completion of tasks in the project closure checklist, including preparation of reports and other documentation as required
- Manage the transfer of project deliverables, documents, files, assets, etc. to beneficiaries as appropriate
- Support coordination, including logistics and travel, for the independent Terminal Evaluation

Other activities

- Undertake such travel as may be required in connection with project execution and monitoring
- Undertake any other activities required for the fulfilment of the mandate of the post

4. Institutional Arrangement

Reports to: Project Coordinator

5. Minimum Qualifications

Minimum Education Requirements	<ul style="list-style-type: none"> • Undergraduate degree in business administration, management, economics, accounting, or related field • Procurement certification or experience is an asset
Minimum years of relevant work experience	<ul style="list-style-type: none"> • At least four (4) years of professional experience in project or business administration, including budget planning and monitoring, logistics coordination/event planning and procurement • Excellent report writing skills and strong interpersonal communication skills • Demonstrable computer proficiency with Microsoft Office suite

Required skills and competencies	<p>Core</p> <ul style="list-style-type: none"> • Leadership - Ability to persuade others to follow • Communication - Ability to listen, adapt, persuade, and transform • Innovation - Ability to make new and useful ideas work • People Management - Ability to improve performance and satisfaction • Delivery - Ability to get things done while exercising good judgement <p>Technical</p> <ul style="list-style-type: none"> • Financial management - Knowledge of financial management concepts, frameworks, risk management, and principles • Monitoring and compliance - Knowledge of monitoring and results management concepts, accountability frameworks, risk management, and principles • Change Management - Ability to apply a systematic approach to adopt, control and effect change • Stakeholders Management - Ability to manage multiple stakeholders and balance often contradictory expectations, building and maintaining relationships • Team Building - Ability to work effectively with diverse groups of professionals towards common goals
Desired additional skills and competencies	<ul style="list-style-type: none"> • Professional work experience with a UN Agency is desired, especially UNDP/GEF, preferably with knowledge of UNDP's corporate financial system • Data processing skills would be an asset • Experience working in a sustainable development context is a distinct asset • Legal status to work in Grenada e.g., CARICOM Graduate/Skilled National Certificate
Required Language(s)	Fluency in oral and written English

6. The following documents shall be required from the applicants:

a) Personal CV, indicating their academic qualifications, and all past positions held and their main underlying functions, durations (month/year), as well as the contact details (email and telephone number) of the candidate, and at least two (2) of the most recent professional references of previous supervisors. References may also include peers.

b) A cover letter (maximum length: 1 page) indicating why the candidate considers himself/herself to be suitable for the position.

c) Managers may ask (ad hoc) for any other materials relevant to pre-assessing the relevance of their experience, such as reports, presentations, publications, campaigns or other materials.

7. Salary

Salary payable will be negotiable based on qualifications and experience.