

Terms of Reference

1. Position Information

Office/Unit/Project	Climate-Resilient Agriculture for Integrated Landscape Management Project
Title	Project Coordinator
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

The United Nations Development Programme works in about 170 countries and territories, helping Governments achieve their own development solutions to achieve the eradication of poverty, and the reduction of inequalities and exclusion.

On October 21, 1974, the United Nations Development Programme and the Government of Barbados entered into an agreement to “support and supplement the national efforts of developing countries at solving the most important problems of their economic development and to promote social progress and better standards of life.”

Subsequently, similar agreements were entered with Governments of the ten countries and territories that the UNDP Multi-Country Office (MCO) for Barbados and the Eastern Caribbean serves: Anguilla, Antigua and Barbuda, Barbados, the British Virgin Islands (BVI), the Commonwealth of Dominica, Grenada, Montserrat, Saint Kitts and Nevis, Saint Lucia, and Saint Vincent and the Grenadines.

UNDP’s work in the region continues to evolve and is now classified under three main pillars (1) Sustainable Solutions, Energy and Climate Change (SSECC) (2) Prevention, Recovery and Resilience (PRR) and (3) Poverty and Governance (P&G).

The three aforementioned pillars of work follow the "Blue Economy for Green Islands approach" that incorporates the deep interlinkages between blue and green while encompassing

an entire island system and its maritime waters as one interlinked economic, social and environmental system.

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. The GEF funded, Nationally Implemented, Climate Resilient Agriculture (CRA) project incorporates sustainable land management (SLM) and biodiversity conservation into production landscapes, and national land use planning, sectoral policies, and legal frameworks. In addition, the project also incorporates climate smart agriculture (CSA) practices that can contribute to ensuring the long-term sustainability of agricultural production at the community and producer levels.

3. Scope of Work

Under the overall guidance of the Ministry of Agriculture, Lands and Forestry, and in coordination with the UNDP Multi-Country Office (MCO) for Barbados and the Eastern Caribbean, the Project Coordinator will implement the agreed project activities and ensure that objectives are reached as set out in the project document. The Project Coordinator will report directly to the Permanent Secretary of the Ministry of Agriculture, Lands and Forestry, as well as the Head of the Sustainable Solutions, Energy and Climate Change Cluster (UNDP), and will be working in close partnership with the Land Use Division and other departments of the Ministry of Agriculture, Lands and Forestry. The Project Coordinator assumes full responsibility to manage and implement effectively and efficiently all project activities and resources (human, financial, physical/material assets, etc.) under all components of the project in order to meet expected results. The Project Coordinator is responsible for the day-to-day management and decision-making for the project.

The Project Coordinator will be expected to deliver results in the areas of:

Summary of key functions:

1) Advisory support on policy and overall direction of the project

- Liaise with the Project Board to ensure the overall direction of the project.
- Coordinate the strategic planning, formulation and monitoring of project activities.
- Provide advice to the project in developing baselines and indicators for project monitoring and evaluation.
- Report, monitor and evaluate policies and strategies.

- Maintain partnerships with project stakeholders.
- Knowledge building and management.

2) Provide technical lead for project planning, management and implementation of the project

- Provide direction and guidance to the project team.
- Implement project activities as guided by the ProDoc.
- Develop annual work plans for the project in consultation with the Ministry of Agriculture, Lands and Forestry and in agreement with GEF and UNDP guidelines.
- Manage and monitor the project risks.
- Update the status of these risks by maintaining the Project Risks Log.
- Lead the recruitment, procurement, and other administrative tasks inclusive of drafting TORs;
- Supervise the maintenance of project related documentation.
- Complete the GEF Project Implementation Report (PIR) annually on the PIMS platform in conjunction with the UNDP Cluster Head and the Regional Technical Advisor (RTA).
- Organize Project Board Meetings.
- Follow-up on the implementation of Project Board decisions and recommendations.
- Oversee the activities of the project team, as well as local and international experts.
- Prepare Final Project Review Reports being submitted to the Project Board.
- Identify follow-on actions and submit them for consideration to the Project Board.

3) Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example.
- Identify significant capacity-building opportunities.
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.
- Displays understanding of the relevant contemporary ICT tools.
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners.

4) Partnership Building and Resource Mobilization

- Establish and maintain dialogue with government officials, ministries, departments, statutory bodies, NGOs, partners, donors and communities to provide knowledge and understanding, ensuring accurate interpretation of the project's mission;
- Supports programming work and participates effectively in coordination forums and frameworks.

Perform any other duties within your functional profile as assigned and deemed necessary for the efficient functioning of the office.

4. Institutional Arrangement

The Project Coordinator will report to the Permanent Secretary of the Ministry of Agriculture, Lands and Forestry as well as the Head of the Sustainable Solutions, Energy and Climate Change Cluster (UNDP).

5. Competencies

Core Competencies

Achieves Results	Scales up solutions and simplifies processes, balances speed and accuracy in doing work.
Thinks Innovatively	Offers new ideas/open to new approaches, demonstrates systemic/integrated thinking.
Learns Continuously	Goes outside their comfort zone, learns from others and supports their learning.
Adapts with Agility	Adapts to processes/approaches to new situations, involves others in change process.
Acts with Determination	Able to persevere and deal with multiple sources of pressure simultaneously
Engages and Partners	Is a facilitator/integrator, brings people together, builds/maintains coalitions/partnerships.
Enables Diversity and Inclusion	Facilitates conversations to bridge differences, considers in decision making.

People Management and Cross-Functional and Technical Competencies

Thematic Area	Name	Definition
Business Direction & Strategy	Strategic Thinking	Ability to develop effective strategies and prioritized plans in line with the Government of Grenada or UNDP's objectives, based on the systemic analysis of challenges, potential risks and opportunities, linking the vision to reality on the ground and creating tangible solutions.

		Ability to leverage learning from a variety of sources to anticipate and respond to future trends; to demonstrate foresight in order to model what future developments and possible ways forward look like for UNDP.
Business Development	Knowledge Generation	Ability to research and turn information into useful knowledge, relevant to context, or responsive to a stated need.
Business Management	Portfolio Management	Ability to select, prioritise and control the organization's programmes and projects, in line with its strategic objectives and capacity; ability to balance the implementation of change initiatives and the maintenance of business-as-usual, while optimizing return on investment.
Business Management	Project Management	Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals.
Business Management	Partnerships Management	Ability to build and maintain partnerships with wide networks of stakeholders, including Government, civil society and private sector partners, experts and others in line with the Government of Grenada and UNDP strategies and policies.

6. Minimum Qualifications

Minimum Education Requirements	<ul style="list-style-type: none"> • Master's Degree in Environment or Natural Resource Management, Agriculture, Climate Change, Sustainable Management, International Relations, Governance, Project Management or any other related field. • Bachelor's Degree in the above-mentioned fields will be given due consideration.
Minimum years of relevant work experience	<ul style="list-style-type: none"> • For candidates with a Master's Degree, at least one (1) year of relevant experience is required in environment and development

	<p>work, which should include Project Management.</p> <ul style="list-style-type: none"> • For candidates with a Bachelor’s Degree, at least three (3) years of relevant experience is required in environment and development work, which should include Project Management.
Required skills	<ul style="list-style-type: none"> • Familiar with MS Word, Excel and PowerPoint and capable of creating visually compelling presentations.
Desired skills in addition to the competencies covered in the Competencies section	<ul style="list-style-type: none"> • Experience with environment and climate change related work, such as research, training, monitoring, environmental and gender assessments and/or the coordination/development/implementation of environmental projects and activities. • Experience working at the national or regional level with governments in policy development in areas covering environment, climate change, governance or gender. • Experience working with NGOs, donors and communities. • Previous experience with UN or International Developmental Organizations is desirable.
Required Language(s)	Fluency in English

7. 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) The Ministry 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.

8. Salary

Salary payable will be negotiable based on qualifications and experience.

