



Terms of Reference

Marine Spatial Planning Project Coordinator



A. Objective

To hire a Project Coordinator on a part-time basis to provide support for the management and implementation of the project entitled ***“Promoting Integrated Ocean and Participatory Governance in Guyana and Suriname: The Eastern Gate to the Caribbean”***.

B. Background

In Guyana, WWF Guianas and the Protected Areas Commission are implementing a 4-year EU-funded project titled: ***“Promoting Integrated Ocean and Participatory Governance in Guyana and Suriname: The Eastern Gate to the Caribbean”***. It is envisioned that the actions to be implemented under the project will significantly enhance protection of marine and coastal resources of Guyana. Overall, this project will fill critical information gaps by developing comprehensive and visually appealing spatial data, enabling informed decision making regarding coastal and marine management. The project is expected to deliver on catalyzing enhanced marine spatial planning (MSP) processes which will provide an ecosystem-based approach for managing activities in the coastal and marine environment.

This project will employ participatory and science-based approaches, including 3-dimensional modeling, capacity building and awareness raising, knowledge sharing and learning and participatory data mapping, research and other best practices in marine spatial planning and management. Through this process MSP can produce “win-win” outcomes that conserve biodiversity and enhance food security, protect livelihoods and support socio-economic development compatible with ocean health.

Please visit the following link for more information:

http://www.wwfguianas.org/our_work/areas_of_focus/oceans/marine_spatial_planning/

C. Main Tasks

Under the supervision of WWF Lead and Technical Director, PAC, the Project Coordinator will be responsible for coordinating the implementation of this project. At all times the Project Coordinator will act in the interest of the project, its objectives and core values of the key implementing partners. More specifically the Project Coordinator will;

- Coordinate, monitor and review the implementation of the above-mentioned project following the log frame and workplan;
- Ensure effective coordination with stakeholders/ project implementing partners to ensure smooth implementation of assigned activities;
- Gather and maintain all information on project activities;
- Prepare monthly technical progress and financial reports and implement recommendations;
- Support financial processes including activity budgeting, recording keeping, financial disbursements to participants and reporting;
- Support the preparation and reviewing various documentations including TORs, technical reports, workplans, and other documents for specific project activities;
- According to project workplan arrange field visits, workshops and meetings both internal and external, ensuring well planned agenda and detailed record of minutes;
- Coordinate and participate in meetings, field visits, trainings, and workshops, including in remote locations
- Maintain project correspondence and communication with all stakeholders;
- Assist in procurement and recruitment processes of consultants;
- Maintain project filing system;
- Comply with WWF's and EU guidelines and procedures;
- Support the EU mid-term and final review that includes the technical and financial audit
- Support the WWF lead with the preparation of the semi- annual and annual technical reports
- Perform other duties as required.

D. Requirements

- At least a bachelor's degree in environmental science, biodiversity conservation, project management and or related field. A Master's degree will be an asset;
- Experience in project management and implementation;
- Experience in working with projects related to the coastal and marine areas;
- Experience with stakeholder engagement and in working with Guyanese indigenous communities, fishers and other coastal communities will be an asset;
- Good technical knowledge of natural resource monitoring, data collection and management;
- Demonstrable ability to maintain effective communications with different stakeholders, and arrange stakeholder meetings and/or workshops;
- Excellent written communication skills;
- Must be willing to travel to remote locations for short periods;
- Must be a self-starter with the ability to work independently.
- Detailed oriented with implementing activities; budget keeping; collecting receipts and financial and technical report preparation

E. Deliverables

The project coordinator shall deliver on the following:

- Review the EU document and prepare an activity schedule for year 2019 (October-December) with time frame and budget which activities will be implemented to be submitted within 1 week after signing of the contract;
- Review the EU document and prepare an activity schedule for year 2020 (January-August 2020) with time frame and budget;
- Report on ocean information repository and database on of all current coastal and marine resources of Guyana;
- Quarterly and specific monthly workplans;
- Monthly summary activity report (including invoice);

- Reports, technical documents and materials based on workplans and relevant project deliverables, workshops and meetings. (to be defined by Supervisors on a quarterly basis)

F. Time Frame

This consultancy will last for 12 months commencing September 2019 until August 2020.

G. Reporting

While this the consultant will be contracted by WWF- Guianas, the consultant will be managed on a day to day basis by the PAC with the support of WWF Lead.