

CITYADAPT

BUILDING CLIMATE RESILIENCE OF URBAN SYSTEMS THROUGH ECOSYSTEM-BASED ADAPTATION (EBA) IN LATIN AMERICA AND THE CARIBBEAN PROJECT

Terms of Reference: Project Lead

**Prepared:
April 11, 2022**

TERMS OF REFERENCE FOR PROJECT LEAD

1.0 Introduction

The Latin America and Caribbean (LAC) region is the second most urbanised region in the world, with ~80% of the population living in cities. Within the next two decades, this proportion is projected to reach ~85%, thereby ranking the cities of the LAC region among the fastest-growing in the developing world. The rate of urban expansion is faster in small and medium-sized cities relative to mega cities. In the medium-sized city of Kingston in Jamaica, rapid urbanization is coupled with limited urban planning. This rapid urbanisation and the associated expansion of cities is degrading urban and periurban ecosystems – including wetlands, green spaces and forests – that provide a wide range of ecosystem services for urban communities.

The degradation of these ecosystems coupled with the impacts of climate change threaten the lives and well-being of urban communities in the LAC region and increase the risk of urban communities vulnerable to natural disasters. It is on this premise that the Global Environment Facility (GEF) through its Special Climate Change Fund is financing a project called the Building Climate Resilience of Urban Systems through Ecosystem-Based Adaptation (EbA) In Latin America and the Caribbean (CityAdapt), implemented by UNEP in 3 medium-sized cities in LAC, one of them being Kingston. The overarching goal of the CityAdapt project is to build the climate resilience of urban and peri-urban communities in cities in the LAC region through the implementation of Ecosystem-based Adaptation (EbA) approaches. The objective of the project is therefore to increase the capacity of government and local communities living in three medium-sized LAC cities to adapt to the effects of climate change through the integration of EbA into urban planning in the medium- to long-term.

The objective of the project will be achieved through the implementation of activities under three main components:

Component 1 - will include activities to strengthen the technical and institutional capacity of stakeholders involved in urban planning and environmental management to integrate EbA into development planning within cities. This will support improved decision-making on climate change adaptation in urban areas in the LAC region, thereby promoting climate-resilient urban development.

Component 2 - on-the-ground, urban EbA interventions will be demonstrated in Kingston (Jamaica) to increase the capacity of urban communities living in vulnerable areas within the city to adapt to the effects of climate change.

Component 3 - will promote the generation, dissemination and management of knowledge on urban EbA in each city and across the broader LAC region, thereby supporting upscaling of the urban EbA approach.

To support the accomplishment of project objectives the UNEP has signed agreements with three local partners: The Forestry Department, The Nature Conservancy and the Jamaica 4-H Clubs. Each partner is responsible for the implementation of activities under each component with the Jamaica 4-H Clubs having responsibility for activities under Components 2 and 3. Through their agreement the Jamaica 4-H Clubs will employ additional personnel, and will provide supervision to same in conjunction with the existing National Coordination Team for the project established by UNEP. The National coordinating team includes a national coordinator and a technical Advisor.

2.0 OBJECTIVE OF CONSULTANCY

The Project Lead shall perform all the tasks, functions and duties as specified in the Terms of Reference in accordance with best practices and adherence to applicable policy guidelines, laws and/or regulations of UNEP and the Jamaica 4-H Clubs.

3.0 SCOPE OF WORK FOR CONSULTANCY

The Project Lead will perform the following specific activities under the overall supervision and direction of the Jamaica 4-H clubs and the CityAdapt Project's National Coordinating team:

- a) Coordinate all project activities that are being led by the Jamaica 4-H Clubs and ensure timely delivery
- b) Prepare relevant technical material for dissemination (e.g. seminars, workshops, etc.)
- c) Prepare and provide relevant technical information and updates as necessary that will serve as a means of keeping the team updated on the status of the activities.
- d) Prepare, and/or contribute to the preparation of project and financial reports & other documents, as required.
- e) Develop Terms of Reference for other consultants/contractors as needed
- f) Develop and coordinate implementation of strategies with targeted communities in Kingston for managing EbA interventions in community spaces and schools
- g) Develop contracts management tools to effectively track timely deliverables of all consultants and contractors
- h) Liaise and provide support and contribution of consultants and contractors
- i) Contribute to the risk register and lessons learnt register
- j) Other related duties as required.

Key Responsibilities

The Project Lead will also have the following responsibilities:

- a. Promote the participation of local communities in project activities.
- b. Ensure coordination with M&E, communication, and environment specialist
- c. Inform the National Coordination team immediately of any issue or risk which might jeopardize the success of the project.
- d. participate in coordination with other national stakeholders involved in project implementation, such as The Nature Conservancy and the Forestry Department.

QUALIFICATIONS AND EXPERIENCE

The Project Lead will be expected to have the following minimum qualifications and experience:

Education and Training

- a) Master's degree in Project Management, Business Administration, Natural Sciences or related field with working understanding of environmental issues from a recognised university. Where the degree is not in project management project certification is required.

Work Experience

- b) At least five (5) years demonstrated experience in a similar position. Experience in consultations, community participation and outreach. Working knowledge of Jamaican biodiversity conservation challenges and opportunities Project management experience working on environmentally related projects. Strong working knowledge of Microsoft Project and Microsoft Planner is an asset.

Key Competencies

- c) Excellent writing and oral communication skills in English. Possess strong documentation skills necessary to develop project related literature. Ability to work independently and as a member of a team. Strong client interfacing and teamwork skills. Ability to meet deadlines, prioritize multiple tasks and have a drive for delivering results by applying technical expertise.
- d) Ability to persuade and influence target audiences.
- e) The candidate should be highly motivated and capable of relating and networking with a wide variety of persons from government agencies, NGOs, and community-based organizations.
- f) Integrity in execution of and commitment to completion of assigned responsibilities; and

- g) Ability to convey complex concepts and to develop and deliver presentations to audience with various backgrounds in a clear and concise manner.

Asset

- h) Knowledge of ecosystem based adaptation or nature based solutions for climate change adaptation
- i) A reliable motor vehicle

4.0 CHARACTERISTICS OF ENGAGEMENT

Language of Delivery:	English (<i>British Standard</i>)
Type of Contract:	Full time
Duration of Engagement:	Project duration
Date of Engagement:	July 2022
Location:	Present in Jamaica for the duration of the project