

Consultancy Terms of Reference

Projects Associate

Title: Projects Associate

Location: Based in Georgetown

Type: Individual (National)

1. Project Background

The Ministry of Indigenous Peoples' Affairs (MoIPA) is implementing a Sustainable Development Framework to more effectively support the sustainable development efforts of indigenous and local communities. The Framework defines a robust but simple process whereby the MoIPA can provide both financial and technical support to local communities to assist in developing and implementing long-term Community Development Plans (CDPs) and Annual Village Plans (AVPs). The process will include the development of CDPs by communities through a participatory and inclusive process. These plans will contain a Vision for the community and sustainability targets and indicators linked to the United Nations Sustainable Development Goals (UN SDGs); and will consist of Annual Plans that will move communities toward reaching those targets. A simple participatory monitoring and evaluation system is being co-developed with communities and will allow the MoIPA to track investment impact, implement an adaptive management approach, and to more accurately report on national and international commitments.

The Framework will benefit communities, MoIPA, and other external actors. CDPs and AVPs will become the means by which Ministries and others can develop strategic programmes to channel their support, monitor and report on impacts, and plan for subsequent funding cycles. Communities will receive more predictable and strategic support for developing and implementing CDPs, and there will be substantially more transparency and accountability in their relationship with external actors.

The Framework is now being tested in communities in Region 9 and will be tested in other regions in 2017. The Ministry requires technical support to execute expanded implementation beyond Region 9.

The MoIPA is being assisted in developing and implementing the Framework by Conservation International Foundation Guyana Inc. (CI-Guyana), a not for profit Non-Governmental Organization working in Guyana for over 20 years linking human development with conservation of the earth's living natural heritage. Its mission is "Building upon a strong foundation of science, partnership and field demonstration, CI empowers societies to responsibly and sustainably care for nature, our global biodiversity, for the well-being of humanity".

2. Objectives

The Projects Associate will provide support to the Projects Unit of the MoIPA, enabling successful implementation of the Sustainable Development Framework.

3. Characteristic of Consultancy

3.1 **Type:** Individual consultant

3.2 **Procurement Method:** National Individual Consultant Selection Based on Qualifications (QCNI)

3.3 **Duration:** February 15, 2017 – June 30, 2017

3.4 **Place of Work:** Based principally in Georgetown, with regular visits to other regions of Guyana

3.5 **Language:** Proficiency in English (both written and spoken); proficiency in Indigenous languages of Guyana is considered an asset

4. Scope of services

The Projects Associate will support the Projects Coordinator and Unit to develop, implement, and monitor work plans and strategies for advancing the Framework. The Associate will also support resource mobilization and public communications efforts to enhance the sustainability of the Framework. The Associate will liaise and work closely with partners to guarantee smooth implementation of activities and achievement of results.

Under the supervision of the Projects Coordinator, and in close collaboration with CI-Guyana's Policy Manager who leads CI-Guyana's support for the Framework, the main duties of the Projects Associate are to:

- Support the development, implementation, monitoring, and reporting on the implementation and iterative refinement of the Framework.
- Support resource mobilization efforts including engagement with potential donors and developing concepts and proposals.
- Support Communications efforts to mobilize public support and buy in for the Framework.
- Other administrative and technical support, as may be required.

5. Specific Qualifications and experience

5.1 Qualifications

- Bachelor's degree in Indigenous Studies, Sustainable Development, Community Development, Social Sciences or other relevant field with three (3) years of experience working with Indigenous peoples, on community development and consultative processes OR
- Certificate in Project Management or other relevant field and five (5) years of experience working with Indigenous peoples, on community development and consultative processes;
- Demonstrated knowledge of a range of Indigenous issues in Guyana;
- Demonstrated understanding and appreciation for the culture and traditional values of Indigenous peoples in Guyana; and
- Experience supporting capacity building and training activities is advantageous.

5.2 Attributes and Skills

- Excellent organizational and time management skills
- Resourceful and results-oriented
- Excellent interpersonal skills
- Excellent leadership, facilitation, and communication skills
- Creativity and strong analytical and problem solving skills
- Ability to maintain confidentiality as required
- Demonstrated ability to be culturally sensitive
- Flexibility and willingness to travel out of town
- Must be able to work independently with minimal supervision
- Must be able to work effectively as part of a team
 - Respect for each other and office arrangements (time, rules, information-sharing, etc.)
 - Support team members (team work)

6 Deliverables

CI-Guyana's Policy Manager is responsible for acceptance of deliverables under the consultancy in accordance with the following deliverables:

- Revision of the Ministry's Operational Manual for the Framework.
- Develop a concept and full proposal to fundraise for the implementation of the SDF.
- Produce technical and financial reports.
- Monthly progress reports.