



POSITION TITLE:	FAO-GEF Chief Technical Adviser (CTA)	GRADE LEVEL:	CONSULTANT
PROJECT :	GCP/TRI/003/GFF: IMPROVING FOREST AND PROTECTED AREA MANAGEMENT IN TRINIDAD AND TOBAGO	DUTY STATION:	Port of Spain, Trinidad and Tobago
ORGANIZATIONAL UNIT:	FAO TRINIDAD AND TOBAGO	PROJECT DURATION *:	48 months

OVERVIEW

Improving Forest and Protected Area Management in Trinidad and Tobago (GCP/TRI/003/GFF) is a full scale project funded by the Global Environment Facility (GEF), the Government of Trinidad and Tobago, the European Union and the Food and Agriculture Organization. The project's overarching objective is to improve the sustainability of protected areas systems in Trinidad and Tobago. The Chief Technical Advisor/consultant will lead a Project Coordinating Unit (PCU) commissioned to achieve four key project outputs :

- o Draft National legislation for establishing and managing Protected Areas (PAs)
- o Systematic biodiversity monitoring and site-specific interventions to address threats to PAs
- o Management plans for six new PAs
- o User-fee system operating in two PAs

The Chief Technical Advisor coordinates and technically supports the PCU's responsibilities for efficient and timely implementation of the approved annual work plans and daily project management. The Chief Technical Advisor coordinates the overall management and coordinates the delivery of technical services for six pilot protected area sites. The pilot sites will serve as a model for wider PA management in Trinidad and Tobago. Project information is available for down load at: <http://eppd-tt.blogspot.com/p/gef-improving-forest-and-protected-areas.html>, The project document is available at: <https://drive.google.com/file/d/0B0l4K5zeRGEPdzVVbjZJRUGzZE0/edit?pli=1>.

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the FAO Representative (Trinidad and Tobago - FAOTT), the technical supervision of the Lead Technical Officer (FAO-SLC) and in close collaboration with the Project Steering Committee (PSC)- composed of the Forestry and Protected Areas Management Authority (FPAMA) , the Tobago House of Assembly (THA) and other national entities-, the Lead Technical Unit (LTU) and the FAO-GEF Coordination Unit in the Investment Centre in Rome (TCID), the consultant will have the following responsibilities and functions:

Technical and Stakeholder Management:

1. Provide technical support to all four components of the project and respond to the technical needs of the MEWR/THA and participate in the meetings with them when required.
2. Provide technical advice to the PSC and the TAG (FAO Technical Advisory Group), when needed.
3. Support with Secretariat services to the Project Steering Committee
4. Ensure project coordination between various stakeholders (propose draft MOUs specifying the roles of CSOs in the project to be considered by the stakeholders and PSC) and support to implement the project in accordance with the approved Project Document and in compliance with the GEF requirements, rules and procedures. Integrate the stakeholder analysis into the participation strategy and update it as needed.
5. Establish communication linkages with technical counterparts in other related national projects and facilitate the exchange of information and building of partnerships.

Project Coordination

Team Leadership

6. Provide overall supervision for all staff in the PCU.
7. Lead the PCU to provide support to PSC and Technical Advisory Group (TAG) of the FAO
8. Lead PCU's regular and systematic monitoring of outputs and provide training to the PCU in Results-Based Project Management as needed

Monitoring and Reporting Progress

9. Manage the day-to-day implementation of the project including: (a) preparing TORs for consultants and contracts (b) participation in the identification and selection of consultants, (c) monitoring the quality of the work of consultants and (d) review and evaluation of consultant products and (e) prepare draft TOR for the PA management committees to be discussed with the stakeholders.
10. Arrange timely recruitment and procurement of quality services and equipment and in accordance with applicable rules, regulation and standards established by the FAO
11. Coordinate the work of national consultants to ensure that project-supported initiatives meet the standards of best practice.
12. Ensure that the GEF Biodiversity Tracking Tool are filled out accurately and in a timely manner
13. Prepare all the necessary periodic programme progress reports required by FAO, GEF and other partners and provide inputs to FAOTT and LTO for preparing reports (including budget revisions). (Refer to the project document ,sections 4.5.3 and 4.5.4)
14. Provide assistance to monitoring and evaluation (M&E) team and participate in M&E

Support budgetary planning,

15. Support the Budget Holder in the review and clearance of financial statement of expenditures and funds transfer requests
16. Liaise with project partners to ensure timely co-financing contributions as committed (i.e. FAO, EU and the Green Fund). Facilitate and oversee application to the Green Fund or access to other extra-governmental funding as appropriate

Visibility and Communications

17. Ensure the visibility and promotion of the project goals and objectives contribute to their achievement, through targeted outreach as advised by the Communications Team.

Managing Risks and Issues:

18. Follow up on any problem solving or risk mitigation actions identified in project progress reporting or during supervision missions to insure timely and effective project execution, and seek guidance and assistance from Lead Technical Officers and Lead Technical Unit if needed;
19. Other tasks as needed for project implementation.
20. Organize and convene Project meetings or workshops as required
21. Prepare annual work plans and detailed budgets (AWP/B) for submission for technical clearance by the FAO and approval by the PSC
22. Coordinate and monitor of the implementation of approved AWP/B
23. During project inception period, review the projects Monitoring and Evaluation plan with a view to proposing refinements as necessary and implement the plan
24. Preparation of the six monthly Project Progress reports and ensure that co-financing partners provide information on funding provided during the course of the year
25. Coordinate the project with other related ongoing activities and ensure a high degree of inter-agency collaboration
26. Assistance in the organization of mid-term and final evaluations

MINIMUM REQUIREMENTS

Candidates should meet the following:

- **Education:** A first degree in environmental sciences with post graduate qualifications in related areas
- **Experience:** At least 6 years of professional experience, with practical experiences in protected areas management and experiences in community participatory processes.
- **Languages:** Fluent in English with strong writing and presentation skills

Also:

- Excellent supervisory, report-writing and facilitation skills
- Familiarity of administrative and technical aspects of PA management

- Good knowledge of IT and spreadsheet tools;
- Good interpersonal and communication skills;
- Ability to work in team and establish good working relationships with different governmental and non-governmental partners;

Desirable (not mandatory):

- Proficiency in the use of ecological data for wildlife assessments and project management
- Familiarity with established and proposed legislation pertaining to PA management in Trinidad and Tobago would be an asset.
- Experience with GEF project implementation, or other internationally funded projects
- Experience with FAO or other UN institutions systems and procedures;
- Any of the following knowledge: remote sensing, statistics, forest information system, socio-economic surveys.

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

TO APPLY: Carefully read and follow the Guidelines to Applicants <http://fao.org/alc/u/guidelines>

APPLICANTS ARE REQUESTED TO COMPLETE THEIR PROFESSIONAL PROFILE FORM IN THE FOLLOWING LINK <http://www.fao.org/employment/irecruitment-access/en/> **(DO NOT SEND CVs)** AND SEND A SCANNED COPY TOGETHER WITH A COVER LETTER INDICATING INTEREST AND AVAILABILITY TO:

Send your application to:

VA GEF 1/2015 - "CONSULTANT, GCP/TRI/003/GFF" Chief Technical Adviser

FAO, Trinidad and Tobago
134-138 FREDERICK Street, Port of Spain , Trinidad and Tobago
E-mail: FAO-TT@FAO.ORG

This Vacancy is open for both men and women.

FAO IS A NON-SMOKING ENVIRONMENT