



## 1 Organizational Context

The overarching objective of the Integrated Climate Change Adaptation Strategies (ICCAS) Programme is to increase resilience of vulnerable communities and ecosystems to climate change risks in Grenada through integrated adaptation approaches. The Programme targets both government, including its sectoral agencies, and communities already being impacted by climate change. These sectors and communities suffer from droughts and other extreme events associated with climate change. The ICCAS is being co-implemented by United National Development Programme (UNDP) and the German Agency for International Cooperation (GIZ) together with the Environment Division of the Ministry of Education, Human Resource Development and the Environment (MOEHRDE).

UNDP ICCAS has already operationalized the Community Climate Change Adaptation Fund (CCCAF) in an effort to strengthen adaptive capacities through community-based initiatives and to share knowledge and experiences derived from the Programme to improve understanding and awareness of climate change risks. The community-based adaptation initiatives are being implemented through a small-grants mechanism oriented to projects principally related to agriculture and land use, fisheries and marine resources, coastal protection and water resources management.

The aim of CCCAF is to provide financing for community based projects of a climate adaptation nature that includes activities related to agriculture, fishing, tourism, health, water, education and awareness, marine and coastal areas, livelihoods and others. Through a full range of community engagement and outreach the CCCAF was established and launched with 29 projects being currently implemented throughout Grenada, Carriacou and Petite Martinique. The Government of Grenada sees the CCCAF as a very important initiative that will not only help vulnerable communities adapt to climate change, but also will bring much needed livelihood opportunities.

The Environment Division of the Ministry of Education, Human Resource Development and the Environment (MIEHRDE) is seeking to recruit the services of a hardworking and committed Community Liaison Officer for community based adaptation projects under the Community Climate Change Adaptation Fund for the **Period of 6 months in the first instance**. This position will be a field base position where the successful applicant will be based at the Northern Agricultural Extension District, located in Plains, St. Patrick's and will be required among other duties to cover projects in St. Mark's and St. Patrick's.

## 2 Job Summary



## Summary of key functions:

2.01 Under direct supervision of the UNDP ICCAS Project Team, the Community Liaison Officer (CLO) will be responsible for Project Supervision of the Community Climate Change Adaptation Funded projects within their respective Agricultural Extension District to include all activities associated with the successful implementation of sub-projects, such as, assisting with planning and coordinating project activities, procurement of goods and services, monitoring and evaluation of project activities, project supervision, reporting, and a board range of communication awareness activities.

2.02 Relationship: The Community Liaison Officer (CLO) will be responsible to the UNDP ICCAS Project Team for the day-to-day supervision of CCCAF Projects and will liaise with their project managers (PM) from the respective parishes in which they are assigned. Agricultural District Head will monitor the duties of the CLOs. The CLO will be a member of each project implementing committee.

## 3 Duties

3.01 The duties of the CLO will involve:

- Responsible for the overall efficient implementation of the UNDP ICCAS projects within your district by providing administrative and technical support to enable their effective functioning.
- Working closely with CCCAF project committees and UNDP Project Team to ensure timely procurement of goods and services for the implementation of project activities within your district.
- Assisting with financial and procurement tracking of invoices and supplies and services respectively. This may include logistical support services (transportation, receipting and verification) at various stages of procurement, where applicable.
- Providing technical guidance and support to the ICCAS Project Team (PT), consultants or other persons as may be requested from time to time. This includes assisting with organization of required community meetings, field visits, research activities and other participatory consultations.
- Assisting the CCCAF project committees with the development of project work plans and the timely implementation of activities, with on-going monitoring of its performance.
- Working closely with the CCCAF project committees and all relevant key stakeholder's .i.e. the Community Development Departments, Sector Ministries, Non-Governmental Organizations (NGO), Community-Based Organizations (CBO) and other social partners, in the implementation and operation of CCCAF sub-projects.



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- Assisting NGOs, CBOs, innovators and other CCCAF Project Leads with the preparation of the subproject documentation for submission to the project team. This includes leading in the conduct of ongoing Monitoring and Evaluation Data Collection, Analysis and Reports; Needs Assessment (NAs) along with a community participation strategy that forms part of the CCCAF project documentation.
- Assisting the ICCAS projects in creating and maintaining updated files and database of information and care for project equipment.
- Assisting the UNDP ICCAS project team with analysis, documentation and sharing of lessons learned from the community projects.
- Assisting the project team with the processing of CCCAF project requests for consideration.
- Assisting with the development and implementation of public relations programmes to educate the general public and community members about the CCCAF projects and to support active community participation and ownership in the CCCAF projects. These include writing of news release, fact sheet, newsletters, and conducting media interviews and making public presentations.
- Assisting with capturing data through the monitoring and evaluation of each CCCAF project and providing as required relevant financial monitoring reports. Including estimates of the communities' overall contribution, data on the cost of voluntary contributions made by men, woman and youth, during implementation of the ICCAS projects, in conjunction with members of the community.
- Advising on the design and supporting the execution of the beneficiary assessments to be conducted on completion of each CCCAF project.
- Assisting relevant government agencies and the sponsoring agencies in monitoring the post-implementation activities of the CCCAF project, and assisting in the participatory evaluation of the social and economic impacts of the ICCAS projects on members of the communities.
- Performing other related duties as may be assigned by the UNDP ICCAS Project Team.

## 4 Qualifications

4.01 The CLO is expected to have at least an Associate Degree in Management, Environmental Science, Project Management, Communications, Sociology or Economics or in a related field with at least 2 years' relevant project experience working with rural communities and in the application of participatory methods. Good written and oral communication skills and proficient computer skills are required. Administrative and management competence would be an asset.

## 5. Experience and Competencies



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- Competent oral and written communication skills in English
- Flexibility & perseverance.
- Ability to work independently and demonstrate initiative
- Team player and community mobilizer.
- Demonstrated ability to follow guidelines
- Can work with people from all backgrounds, ethnic, race, gender & religious persuasions.
- Able to conduct field work on weekends and late evenings if necessary and to undertake duties which require remote areas including traveling by boat to project sites.
- Demonstrated liaising and networking abilities with Government agencies, donor organizations, NGOs and local communities.

### **6. Submit Documentation**

- CV's and cover letters should be addressed to Mr. Martin Barriteau, Project Coordinator of the UNDP ICCAS project and sent via email to [applytoiccas@undp.org](mailto:applytoiccas@undp.org) . All applications should be submitted no later than January 6<sup>th</sup> 2016. Only suitable applicants will be contacted.