

Terms of Reference Project Assistant

Project:	“Strengthening national-level institutional and professional capacities of country Parties towards enhanced UNCCD monitoring and reporting – GEF 7 EA Umbrella 1”
Post title:	Project Assistant
Duration:	10 months
Duty station:	Guyana
Date of Issue:	2022
Deadline:	November 6, 2022
To Apply:	Individual consultants are invited to apply for this opportunity. Please address applications with CV to the Commissioner, the Guyana Lands and Surveys Commission, 22 Upper Hadfield Street, Durban Backlands, Georgetown, the following: <ol style="list-style-type: none"> 1. Cover Letter 2. Curriculum Vitae In the event that clarification questions are asked, the answers will be found at this site: www.pislimsids.org

BACKGROUND:

With the overarching project objective to enhance national-level technical and institutional capacity for reporting and LDN monitoring in the context of the UNCCD Strategic Framework 2018-2030 and SDG15.3, the project will seek to facilitate national-level UNCCD reporting broadly through firstly capacity building to master the updated and improved tools for UNCCD indicators developed by the GSP III. Secondly, the project will also seek to enhance capacities of country Parties for reporting against UNCCD indicator baselines and monitoring of land degradation neutrality. Thirdly, the project will seek to support countries to consider LDN-related gender-disaggregated data through the guidelines developed by the GSP III and mainstream them in UNCCD national reports. The project will therefore, contribute to removing country-level challenges identified in the previous reporting processes, related to limited national-level data and limited capacity to generate them; lack of national-level technical capacities to prepare quality national-level reports in the context of the UNCCD reporting process; limited capacity to monitor land degradation neutrality trends at the national level; and national-level inability to track financial flows for UNCCD implementation, including inadequate or complete lack of inclusion of LDN-related gender-disaggregated data. The project is conceived to support the GEF-eligible UNCCD country Parties that, at different levels, have compromised abilities to more effectively respond to the ever-increasing environmental problems related to land degradation. Due to the environmental problems that have affected the socioeconomic and environmental value of land, the countries experience livelihood challenges. This is because the vast majority of local populations in countries un-proportionately affected by land degradation, tend to depend on the exploitation of land-based resources for their livelihoods. This project, therefore, responds to the 74th United Nations General Assembly UNGA’s¹ recall that in the 2030 Agenda for Sustainable Development, the international community commit to combating desertification, restoring degraded land and soil, including land affected by desertification, drought and floods, and strive to achieve a land degradation-neutral world by 2030.

Based on the UNCCD indicators, countries can report on land-based indicators on the SDG indicator 15.3.1. The Parties will be able to monitor land degradation status and trends and formulate plans and policies for SLM practices, to avoid land degradation. The baseline for this umbrella project to enhance national-level

technical and institutional capacity for reporting and LDN monitoring in the context of the UNCCD Strategic Framework 2018-2030 and SDG15.3 is the Global Support Program III (GSP III). GSP III that has focused on four components: facilitating UNCCD reporting through updated and improved tools; enhancing capacities of country Parties for reporting against UNCCD indicators baselines and improved versions of technical facilities; enabling Parties to monitor and develop integrated approaches to address Desertification, Land Degradation, and Drought (DLDD) and gender mainstreaming; and monitoring and evaluation. With the first three components, the GSP III has sought to offer at regional level technical assistance to enhance Parties' capacities to report in the context of the UNCCD strategic framework 2018-2030 for monitoring the progress of UNCCD implementation.

PARTNERSHIP INITIATIVE ON SUSTAINABLE LAND MANAGEMENT (PISLM)

The Partnership Initiative on Sustainable Land Management (PISLM) consists of a series of commitments and action-oriented coalitions focused on deliverables, intended to translate political commitment into action. The PISLM serves as a mechanism to facilitate exchange of experiences and good land management practices between participating countries. Furthermore, the initiative serves as a mechanism for stimulating the replication of various approaches, tools and methodologies throughout the region.

PISLM was born out of a need to forge a strategic partnership in support of combating and degradation in Caribbean Small Island Developing States (SIDS), PISLM was formulated based on a decision made at the Caribbean Sub-Regional Workshop on Land Degradation held in Trinidad and Tobago in February 2004.

PISLM, led by the GM/UNCCD, and kick started during a Regional Workshop on Land Degradation held in Trinidad and Tobago in February 2004, is an expression of the translation of the aims of the United Nations Convention to Combat Desertification (UNCCD) into tangible deliverables. Forged among a number of institutions, the Partnership Initiative has a number of partners including the UNEP, FAO, GM/UNCCD, UNCCD Secretariat, CARICOM Secretariat, UWI, Civil Society (including RIOD), GTZ and Caribbean SIDS.

ORGANIZATIONAL LOCATION:

The Project Assistant will be based at the country where the officer resides. The Project Assistant will be accountable to the National UNCCD Focal Point. The Project Assistant will be assigned to Guyana Lands and Surveys Commission but will be contracted by the Partnership Initiative for Sustainable Land Management (PISLM).

OBJECTIVE OF THE POST:

The purpose of the **Project Assistance** post is to assist in supporting the planning and implementation of activities/processes, ensuring quality and results by:

- Providing support to the UNCCD Focal Point in facilitating the capture, compilation and population of the PRAIS portal.
- Supporting planning, monitoring and evaluation activities of the project, under the supervision of the UNCCD Focal Point.

DUTIES AND RESPONSIBILITIES:

Providing support to projects implementation, guaranteeing quality, efficiency and effectiveness.

Specifically, the Assistant will have the following task:

- Develop a workplan at the beginning of project;

- Conduct national assessments on (i) biophysical and socio-economic baseline information on DLDD, (ii) state of land degradation, (iii) plans and programmes relating to land degradation, (iv) investments patterns, barriers and opportunities to increase financial investments for UNCCD implementation,;
- Organize and/or participate in national training sessions on the use of Reporting templates, the comprehensive guidance manual and Updated reporting platform (PRAIS Portal);
- Liaise with agencies and upload data and information on the PRAIS portal;
- Facilitate the elaboration of 2022 national report for the convention implementation.
- Organize media events, awareness raising or advocacy activities;
- Any other matter relevant to the success of this project

Supporting planning, monitoring and evaluation activities of the project, in articulation with the Project Manager.

- Support the elaboration of project work plans;
- Support the elaboration of project procurement plans;
- Support the organization of project reviews/tripartite meetings;
- Support the timely preparation and submission of progress reports, donor reports, project reviews, financial reports, audit reports and any other required project reports;
- Perform any other tasks assigned by the Project Manager

Specific Outputs of the Project Assistant

- Consultant workplan/timeline that covers central tasks;
- Collection of (i) biophysical and socio-economic baseline information on DLDD, (ii) state of land degradation, (iii) plans and programmes relating to land degradation, (iv) investments patterns, barriers and opportunities to increase financial investments for UNCCD implementation and other indicators for completion of PRAIS report
- Reports and minutes from workshops and consultations;
- Training sessions on reporting process
- National reports produced and submitted to the UNCCD Secretariat
- Events organized for awareness raising and advocacy

Reporting structure

The **Project Assistant** will report to the UNCCD Focal Point on a day-to-day basis and submit standard project reports (progress reports, financial reports, etc.) to him/her within set deadlines. The Project Assistant is required to be available to the Guyana Lands and Surveys Commission for the duration of the project life term and applicants should not be engaged in full-time employment.

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling PISLM's values and ethical standards;
- Promotes the vision, mission, and strategic goals of PISLM;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

- Fully proficient computer skills and use of relevant software and other applications, e.g., word processing, spreadsheets, internet, power point and experience in handling of web-based management systems;
- Ability and sensitivity to work with a wide cross-section of partners, including Government, NGOs and private sector;
- Ability to form and maintain relationships through team work and needed networking;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Promotes knowledge management in PISLM and a learning environment in the office through leadership and personal example;
- A self-starter and able to inspire and influence action;
- Seeks and applies knowledge, information and best practices inside and outside PISLM;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Ability to lead effectively, and possesses mentoring and conflict resolution skills;
- Excellent interpersonal skills, proven networking, team-building, organizational and communication skills.
- Demonstrated capacity to undertake assigned responsibilities and work under pressure;
- An excellent team player.

Qualifications and Experience**Education**

Graduate degree (Bachelors or equivalent) in environmental/natural resource management, conservation, management or a related field

Required Skills

- Leadership, negotiation, communication and trouble-shooting
- Project management
- Self-motivated and able to work remotely with minimum supervision
- Aware of and sensitive to government and civil society interactions/politics
- Able to prioritize, plan and coordinate work remotely and with various partners
- Able to work as part of a team
- Able to work in diverse and multicultural environments
- Demonstrable sound work ethics
- Excellent oral, written, mass and interpersonal communication skills
- Excellent analytical skills and demonstrated skills in report writing
- Fully computer literate

Experience

- Minimum of three years' experience in natural resource management and related project implementation and/or project management, with a proven track record of achieving results
- Experience in monitoring and evaluation of similar projects
- Strong managerial background; an administrative track record is desirable

Languages

- Fluency in English (oral and written) a strict requirement