



## TERMS OF REFERENCE

### A. GENERAL INFORMATION

**Position:** Project Coordinator

**Project:** Developing Green Enterprises for sustainable development in the Barima Mora Passage

**Location:** Position based at GMCS Office in Georgetown, Guyana – with frequent missions in the Barima Mora Passage Communities of Aruka, Smiths Creek, Morawhanna and Imbotero in Region 1, North West Guyana.

**Starting date:** 15<sup>th</sup> November, 2023

**Length:** One year (1) with possibility of extension on a year to year basis for no more than a total of three (3) years.

**Contractor:** Guyana Marine Conservation Society (GMCS)

### B. OBJECTIVE

The Project Coordinator supports GMCS' delivery and management of the project: Developing Green Enterprises for sustainable development in the Barima Mora Passage (2023-2026) at the national, regional and community levels. The Project Coordinator supports project management and implementation including planning, procurement and execution of activities and events for the project; project monitoring; learning and adaptive management, including the preparation of donor and other reports; and supervision of staff.

### C. BACKGROUND

**The Organization: Guyana Marine Conservation Society (GMCS)**

In 2000, the Society was formally registered as a non-governmental organization under the Friendly Societies Act of Guyana as the 'Guyana Marine Turtle Conservation Society' (GMTCS). Membership comprised of environmentalists, academia, the private and public sectors and communities. The organization's conservation journey started in the late 1980s with a sea turtle conservation program in indigenous communities to conserve the nesting habitats of four species of endangered sea turtles along the one hundred kilometers of coastline along the Shell Beaches stretching between the Waini and Moruca Rivers. In 2004, GMTCS was identified as the lead organization by the Environmental Protection Agency to spearhead the Shell Beach Protected Area process and this resulted in the area becoming Guyana's only coastal protected area in 2011. Guyana's growing marine and coastal conservation needs, resulted in the organization expanding its mandate in 2014 from its primary focus on sea turtle

conservation to other important marine species, their habitats, wider marine and coastal ecosystems and communities. The organization was then renamed the 'Guyana Marine Conservation Society' (GMCS).

## **D. ROLES AND RESPONSIBILITIES**

The Project coordinator shall implement the following tasks:

### **I. Related to the position**

#### *Project Management and Implementation:*

- Coordinate with the GMCS team in Georgetown and Field Officers in Region 1 to implement the activities and inform GMCS Project Manager of the main achievement of the activities.
- Coordinate and facilitate the development of local dialogues in Region 1 with the GMCS team and supporting partners.
- Facilitate dialogue with stakeholder communities and strategic stakeholders for the exchange of experiences and lessons learned.
- Participate in and coordinate periodic meetings for the coordination of the project.
- Coordinate with and provide the Project Manager with continuous and transparent information on the project implementation.
- Together with the project team, ensure the activities planned are implemented within and for the compliance of the project framework (budget, timeline, expected results, milestones) and respecting the guidelines of the Project Manager. Comply with the schedule of deliverables included herein.
- Ensure that the resources are well managed, available in the field, and their use periodically reported for the suitable implementation of the activities, with the support of GMCS's Administrative and Finance Officers.
- Support the Project Manager in the identification of further collaboration in-country that will ensure the sustainability and upscaling of the project, mainly through the building of relationships with partners and funders, and the definition of potential project concepts for extension.
- Coordinate with the Project Manager to harmonize the methodologies and procedures for the implementation of activities related to the project.
- Provide coordination and support to consultants and sub-contractors for the timely delivery of project activities and results and assist with the development of terms of reference and the selection of consultants and service providers.

#### *Reporting:*

- Prepare, and deliver to the Project Manager monthly reports on the progress of the activities and challenges faced in implementation, providing a critical assessment of the achievements compared to the expected results based on a set of defined indicators.
- Together with GMCS team, prepare Project Progress Reports, Annual Operating Plans, etc and ensure timely delivery to donor.

#### *Partnerships:*

- Be a bridge and a facilitator between the field (communities, public institutions, local team), as well as the rest of GMCS staff.
- Represent the project, as needed, at various meetings and workshops.

- Develop and maintain professional relationships with stakeholders, including local communities, and, fosters synergies with other complimentary projects, as appropriate.
- Share technical and up-to-date information with GMCS project team and others as needed.

## **II. Institutional**

As a staff of GMCS, the Project Coordinator will have to comply with the organization's policies and therefore:

- Participate in capacity-building sessions both internal and external to guarantee the quality of the activities as well as the alignment with the organization's strategies.
- Participate as GMCS's representative in national and international events that are considered strategic for the project and organization.
- Participate in the meeting and spaces of coordination.
- Follow the internal rules, protocols, procedures, and codes implemented by the organization, particularly the guidelines related to the administrative and financial aspects, safety, and conflict of interest.
- Use the donor's methodologies, templates, and tools for the planning, implementation, reporting, and communication of the activities.
- Share with the Project Manager, the itinerary, the planning of the travels and activities, in compliance with the safety policy of the organization.
- Ensure a routine collection and sharing of the information related to the attended meetings and events, as well as the contacts created.
- Provide information about the activities, objectives, results, and challenges.
- Ensure the information produced is of good quality and intelligibility, the products are delivered and made available to the team and well stored, in compliance with the procedures of the organization;
- Be a model regarding the respect of human rights, especially the indigenous communities supported by the project and, more generally, for each person related to the activities and processes implemented.
- Ensure that all the public communication regarding the organization and the project are aligned with GMCS's vision.

## **E. QUALIFICATION AND EXPERIENCE**

### **Education:**

Bachelor's degree in a related discipline with at least two (2) years of experience in project coordination.

### **Professional Experience:**

- Experience in Project coordination
- Experience in and demonstrated understanding of working in Guyana's remote and challenging hinterland regions.
- Knowledge related to Stakeholder engagements and Natural Resources Management.

**Skills:**

- Good technical, planning and organizational skills essential
- Excellent written and oral communication skills in English
- Advanced working knowledge of MS Office (Word, PowerPoint, and Excel)
- Team spirit, adaptability, resilience, and good public relations are expected
- A willingness to participate in field missions in challenging conditions is required

**F. CONTRACT CHARACTERISTICS**

**Type of contract:** Service provision contract

**Working hours:** Monday to Friday, 8:30am to 4:30pm

**Payment conditions:** Upon presentation of a monthly report on the progress of activities and a corresponding invoice, for approval by the Project Manager.

The Project Coordinator shall have a status that allows for submission of invoices.

The Project Coordinator shall be responsible for ascertaining their income tax status, preparing and filing their income tax returns and making the requisite payment of income tax to the Guyana Revenue Authority.

The Project Coordinator shall be responsible for their own medical insurance in the event of injury or illness arising during the course of the provision of services under this agreement. GMCS will however provide emergency first aid support and transportation to the nearest suitable public health facility if required.

The Project Coordinator will ensure there is no possible conflict of interest by signing consultancy agreements with any other organizations.

The Project Coordinator shall not disclose, discuss or otherwise impart any confidential matter, information or documents that may come to their knowledge to any third party. Any breach of confidentiality will result in immediate termination and may result in legal action.

**G. SUPERVISION OF THE CONTRACT**

The Project Coordinator will be supervised by the Project Manager.

**H. DOCUMENTS TO BE ATTACHED**

1. Curriculum vitae (CV);
2. Cover letter demonstrating interest, suitability and motivation for the position; and
3. At least two (2) letters of recommendation (one of which must be from a former employer).

Persons interested in applying should send the required documents to the following email:  
[gmcs.guyana@gmail.com](mailto:gmcs.guyana@gmail.com)