**SVG Coastal and Marine Ecosystems Management Strengthening Project**
**Terms of Reference**
**Project Administrative Officer**
**SVGCMEMS-C-IC-9**

**A. Background**

1. The SVG Coastal and Marine Ecosystems Management Strengthening Project seeks to address the challenges for coastal and marine management in St. Vincent and the Grenadines, including anthropogenic pressures, institutional fragmentation, policy and regulatory inadequacies, and lack of adaptive capacity through data-driven solutions. The Project will be funded by a GEF Trust Fund grant in the amount of US$3.65 million and will contribute to the GEF-7 biodiversity focal area—to maintain globally significant biodiversity in landscapes and seascapes—through improved management and protection of the country's coastal and marine biodiversity.

2. The project includes three key interacting components implemented in parallel. Component 1 supports institutional strengthening for coastal and marine management across all relevant sectors and will address challenges of institutional fragmentation and policy and regulatory inadequacies primarily through support to better operationalize the National Ocean Coordination Committee (NOCC) and achieve actions under the National Oceans Policy and Strategic Action Plan (NOPSAP). These activities will indirectly affect anthropogenic pressures through more robust and consistent enforcement of policies and monitoring to ensure the sustainable use of coastal and marine resources.

3. Component 2 will support pilots to demonstrate spatial planning and innovative financing arrangements, environmental mitigation and management, participatory conservation and protection, improved livelihoods, nature-based tourism, and alternative natural resource use. The identified pilot sites include (a) St. Vincent Southeast Landscape/Seascape: Milligan Cay, Brighton, Diamond, and Stubbs beaches; (b) Grenadines Landscape/Seascape: Union Island and Tobago Cays Marine Park (TCMP); (c) Leeward Coast: Richmond Beach, Chateaubelair Bay, Petit Bordel Bay, and Troumaca Bay; and (d) Colonarie Beach. Pilot projects at these sites will test approaches for mitigating anthropogenic pressures on coastal and marine resources, and the lessons learned from the pilots will inform adaptive capacity through policy measures in Component 1 and data management in Component 3.

4. With regard to the latter, Component 3 will support the development of a permanent and publicly accessible knowledge and data repository within a new National Environmental Data and Information Platform (NEDIP), beginning with existing coastal and marine data. Relevant and available biophysical and planning information will be maintained there, as well as information on pilot activities. This component will address the challenges of adaptive capacity by enhancing data, analysis, and monitoring of coastal and marine resources to inform data-driven approaches.

5. In addition to the above 3 key components, component 4 'Project Coordination and Management' will support the direct equipment, and operational and incremental staff costs for project coordination and management. The Sustainable Development Unit (SDU) under the Ministry of Tourism, Civil Aviation, Sustainable Development & Culture will be responsible for implementing the project.

6. As the implementing agency of the project, the SDU will hire the services of an **Administrative Officer** for the Project Implementation Unit (PIU) to be established for the project.

**B. Objective**

7.  The Administrative Officer will be responsible for providing administrative support to the project. S/he will work closely with the Policy and Institutional Development Specialist/Project Coordinator to ensure efficient and effective financial and administrative management of the project activities and will assist in the preparation of quarterly and annual work plans and progress reports for review and monitoring by the Project Steering Committee.

**C. Tasks and responsibilities**

8.  The Administrative Officer will report to the Policy and Institutional Development Specialist/Project Coordinator. However, the S/he will also work closely with the procurement officer and accountant within the PSIPMU to ensure that records are up-to-date and relevant paperwork is submitted in a timely manner.

9.  Tasks and responsibilities Administrative Officer will include but are not limited to:

*Main Duties and Responsibilities*
*   Responsible for providing general financial and administrative support to the project;
*   Take own initiative and perform daily work in compliance with annual work schedules;
*   Assist project management in performing budget cycle: planning, preparation, revisions, and budget execution;
*   Provide assistance to partner agencies involved in project activities, performing and monitoring financial aspects to ensure compliance with budgeted costs in line with UNDP policies and procedures;
*   Monitor project expenditures, ensuring that no expenditure is incurred before it has been authorized;
*   Assist project team in drafting quarterly and yearly project progress reports concerning financial issues
*   Drafting the contracts of national / local consultants and all project staff, in accordance with the instructions of the PSIPMU;
*   Ensure that National and World Bank procurement rules are followed during procurement activities that are carried out by the project and maintain responsibility for the inventory of the project assets;
*   Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assist external evaluators in fulfilling their mission;
*   Prepare all outputs in accordance with guidance from the PSIPMU;
*   Ensure the project utilizes the available financial resources in an efficient and transparent manner;
*   Ensure that all project financial activities are carried out on schedule and within budget to achieve the project outputs;
*   Perform all other financial related duties, upon request;
*   Make logistical arrangements for the organization of meetings, consultation processes, and media;
*   Draft correspondence related to assigned project areas; provide clarification, follow up, and responses to requests for information;

- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files;
- Provide support to the PC and project staff in the coordination and organization of planned activities and their timely implementation;
- Assist the Project Manager in liaising with key stakeholders from the Government, co-financing agencies, civil society, and NGOs, as required;
- Ensure the proper use and care of the instruments and equipment used on the project
- Resolve all administrative and support issues that might arise during the project.
- Provide assistance in all logistical arrangements concerning project implementation.

### D. Duration, location, coordination and reporting arrangements

10. The following are the required information related to the assignment.
    - **Duration**. The Administrative Officer is a full-time position required for 48 months distributed over five (5) fiscal years, renewable annually based on performance.
    - **Location.** The Administrative Officer will be assigned a work station within the PIU at the SDU and will be required to visit the field and to participate in face-to-face or virtual meetings, as required.
    - **Reporting arrangements.** The Administrative Officer will report to the Policy and Institutional Development Specialist/Project Coordinator.

### E. Qualifications

10. The following are the required and preferred qualifications for the position.

    **a) Requirements**
    - The ideal candidate must hold at least an Associate Degree in Business Administration, or Commerce or Accounting or in a related field.
    - A minimum of three (3) years of experience in project management support, Administration support, Accounting/Finance, Office management, or other substantive area
    - Previous experience in development assistance or related work for reputable organization such as a government organization, development partners or International NGO
    - Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems
    - Knowledge of general administration functions
    - Knowledge of online financial management programs
    - Familiarity with the internal control framework and results-based management tools Written and verbal English communication skills
    - Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate, and interpret factual data and to prepare accurate and complete reports and other documents

    **b) Favorable attributes**
    - Self‐motivated and ability to work under the pressure
    - Team‐oriented, possesses a positive attitude, and works well with others

- Excellent verbal and writing communication skills in English
- Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships
- Ability to be flexible and proactive with work assignments
- Previous experience working with a GEF and/or World Bank‑supported project is considered an asset