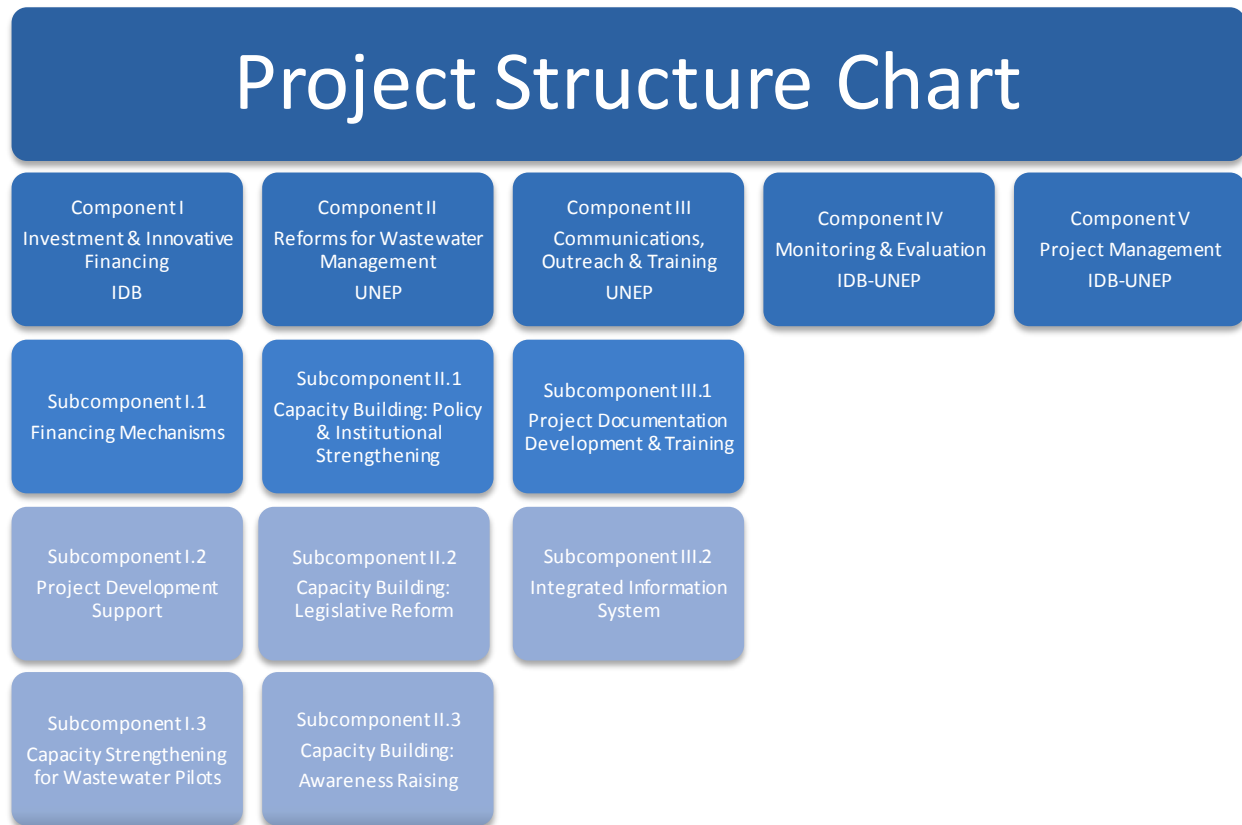


# Testing a Prototype Caribbean Regional Fund for Wastewater Management Project Terms of Reference – Communications Specialist

## Background and Objectives

The Caribbean Regional Fund for Wastewater Management Project (CRew) is a four year project that will focus on piloting revolving financing mechanisms and related wastewater management reforms in the wider Caribbean region (WCR). The project, which is being funded by the Global Environment Facility (GEF), will be managed and implemented by the Inter-American Development Bank (IDB) and the United Nations Environment Program (UNEP).



The main objectives of this project are to:

- Establish innovative, financing mechanisms for cost-effective and sustainable financing of wastewater management in the WCR;
- Facilitate policy discussions, strengthen legislative frameworks; and
- Facilitate regional dialogue and knowledge exchange with the key stakeholders in the WCR.

A **Project Coordination Group (PCG)** will be established in order to carry out the day-to-day management of the CREW project. The PCG will coordinate the execution of the Project under the oversight of UNEP and IDB, and will be composed of a Project Coordinator, a Wastewater Specialist, a Communications Specialist and an Administrative Specialist. ***The PCG's office will be located in Kingston, Jamaica.***

The PCG will be responsible for:

- Coordinating day-to-day project activities,
- Ensuring project quality assurance and quality control (QA/QC),
- Ensuring the timely execution of the project components and activities,
- Consolidating project reports, including technical, environmental and financial progress,
- Project communications to the public, including website and media,
- Communications/coordination with the IDB and UNEP, Executing Agencies (for the pilots and Secretariat for the Cartagena Convention) and the GEF.
- Coordination of monitoring and evaluation (M&E) requirements.
- Facilitating the work of the mid-term and terminal evaluations.

## Key Responsibilities

The **Communications Specialist** will be responsible for the information capture, exchange and networking between a wide range of participants in the CREW Project, including the PC, government officials, scientists, non-governmental organizations and the public at large. He/She will work closely with institutional focal points, specialized UN Agencies, international, regional and sub-regional agencies and organizations, and will cooperate with and encourage activities of other donors. He/ She will also be responsible for supporting the development and implementation of the regional components of the Project relating to reforms for wastewater management and communications, outreach and training. He/She shall work under the day-to-day supervision of the Project Coordinator within the PCG.

The key responsibilities of the Communications Specialist are to:

- Support the Project Coordinator and the PCG in the process of communication between IAs, EAs, and participating countries;
- Establish linkages with donors, specialized UN Agencies, regional and international NGOs, and other organizations involved in wastewater management training, capacity building, communication and information dissemination;
- Provide support in the development of data bases, communication strategies and information dissemination mechanisms for wastewater management in the wider Caribbean;
- Coordinate the reforms for wastewater and communications, outreach and training components of the CREW project and implementation of all related activities at the national and regional levels;
- Facilitate the identification, strengthening and/or development of clearing house mechanisms for wastewater management;
- Coordinate storage of indicator-related information;
- Supervise data exchange and maintenance of data communications network between cooperating institutions;
- Coordinate project outreach, awareness campaigns and public awareness material, including regular press/media releases to ensure high visibility of the project;

- Supervise the development and maintenance of information management tools;
- Coordinate the preparation of a regular information bulletin on the project (issued in English and Spanish) and widely distributed within the region;
- Assist in the development of annual work plans, selection of consultants, and facilitating the monitoring and review of the regional project components;
- Assist with the administration of other information-related technical issues where required by the PC and PCG; and
- Liaise with the GEF IW Learn Project and coordinate participation in relevant IW Regional and Global Events.

## Qualifications

### Eligibility Criteria and Technical Competencies

**Education:** Bachelor's Degree in Communication, Information Management or related fields. Masters Degree would be an asset.

- At least 6 years work experience with at least three years experience in similar regional or international projects dealing with information management, communication, capacity building and training;
- Excellent communication and organizational skills with demonstrated experience in communication and media releases for multi-disciplinary projects;
- Experience of working in the wider Caribbean region is highly desired;
- Experience working with multilateral organizations particular those of GEF and its partners;
- Experience with computer data bases, GIS, web design and information systems would be a significant asset;
- Experience in organizing and conducting training and other forms of capacity building would be an asset; and
- Proficiency in English is required and preferably working knowledge of Spanish.

### Core Competencies

**Organizational:** Ability to formulate objectives and set priorities and implement plans consistent with the long-term interests of the project.

**Results Orientation:** Ability to assist in meeting project goals and stakeholder expectations.

**Planning and Execution:** Capacity to translate goals and priorities into realistic and flexible plans and project, optimizing the use of resources, and monitoring implementation of plans to ensure that key results are achieved.

### Operational Aspects

This position will be based in Kingston, Jamaica for a year contract term, renewable annually up to 4 years based on performance.

### Reports

The consultant will present semi-annual reports to show satisfactory fulfilment of activities and results per this terms of reference.

## **Payment Schedule**

The consultant will receive monthly payments.

## **Submission of Applications**

Curriculum vitae can be sent to Isabelle Vanderbeck ([UNEPRep@oas.org](mailto:UNEPRep@oas.org)) and Chris Corbin ([cjc@cep.unep.org](mailto:cjc@cep.unep.org)) before January 21, 2011.