



## **GEF IW: LEARN -International Waters Learning Exchange and Resources Network**

### **Job Description for INFORMATION ASSISTANT**

#### **A. Background**

Within the Wider Caribbean Region (WCR), the Global Environment Facility (GEF) is supporting an increasing number of projects in all of its focal areas. These projects are generating valuable experiences, lessons and opportunities for increased collaboration that will improve the effectiveness of these projects' interventions and improve project management and implementation. However, national and regional mechanisms are often lacking for the sharing of experiences and lessons across focal areas. As the GEF portfolio grows, projects may overlap, opportunities for synergies may be lost, antagonistic linkages may develop, and major gaps may continue to exist. Providing a mechanism to facilitate ongoing dialogue and information sharing at the project management and technical levels will be critical as the number of projects and actors increase in the WCR.

It is within this context that a pilot project was implemented by the United Nations Environment Programme Caribbean Environmental Programme (UNEP CEP) under the GEF IW: LEARN with the objective of testing cross-focal area networking within the Wider Caribbean Region (WCR). This pilot project has been successfully completed and the experience has underscored the value of and need for the development of a long-term mechanism for inter-focal networking among GEF projects in the WCR.

#### **B. Objective of Assignment**

The overall responsibility of the consultant is to assist the CEP with information management, updating/population of websites and databases, moderation of e- forum and development and dissemination of information material for UNEP-CEP with priority on ongoing GEF funded Projects. The activities include the enhancement of the UNEP CEP websites, databases and fora and to assist in the preparation and dissemination of material on project activities, results and impacts at the national and regional levels.

#### **C. Duties/Responsibilities**

Under the supervision of the AMEP Programme Officer, the incumbent is responsible for the following tasks:

- 1. Maintain an IW-Learn website as a regional 'module' within the GEF-IW: LEARN information system developed by UNEP/DEWA with inputs from UNEP CAR/RCU, and hosted as a sub-website of the [www.iwlearn.net](http://www.iwlearn.net).**
  - The module should offer supporting information resources to facilitate networking, knowledge-sharing and facilitated dialogue among the regional cluster of GEF and other relevant regional projects identified in the Wider Caribbean;
  - Help to further develop (or improve) the current e-forum to make it more user-friendly;
  - Provide technical support as required for the CEP and IW-Learn e-forum;
  - Stimulate and moderate the e-forum discussions, and prepare regular summaries of the discussions for dissemination;



- Maintain and regularly update the CEP database on GEF projects in all focal areas within the WCR (including project status, contact information, etc);
  - Post information, documents, etc on the website;
  - Conduct outreach to GEF projects in the WCR and invite additional participants including UNEP CAR/RCU focal points to the e-forum.
2. **Coordinate the production of a quarterly e-bulletin for the Wider Caribbean Region to distribute information on GEF related project activities in the region**
    - Compile and update a list serve including GEF projects in the WCR, CEP Focal Points, GEF IAs and EAs and other relevant stakeholders (partners, media etc.);
    - Request input from GEF projects to be included in the e-bulletin;
    - Prepare inputs as necessary for the e-bulletin (e.g. based on e-forum discussions)
    - Prepare and circulate the e-bulletin (electronic format as well as a link to a pdf format)
  3. **Assist with the inclusion of GEF projects from all focal areas to the GEF: IW Learn interactive map ([www.iwlearn.net](http://www.iwlearn.net))**
  4. **Assist the CEP with maintenance of information dissemination capabilities via CEP website(s), e-mail and e-groups.**
    - Post and circulate a minimum of one article per week on CEP related topics from e.g. Environment in the News;
    - Assist with the maintenance and further development of the CEP website;
    - Assist with provision of support for the maintenance of related CEP sites such as WW2BW, GEF Projects and Regional Activity Centre sites;
    - Assist with provision of training as required to CEP staff and partners;
    - Provide feedback as required to the Gulf and Caribbean Fisheries Institute hosting the CaMPAM database;
    - Ensure full functionality of the CEP databases;
    - Assist with the maintenance of an interactive map based information platform to disseminate CEP-related and REPCar related information on the web.
  5. **Assist the CEP with written communication for use on CEP website, materials and presentations for environmental expositions, meetings or other events.**
    - Assist with preparation of material for dissemination as needed.
    - Assist with provision of services to facilitate electronic registration and presentation during meetings;
    - Post meeting documents, conference room papers, ppt presentations and final reports to the CEP website;
    - Assist in increasing efficiency and effectiveness of the information flow by posting received material in a timely manner;
    - Attendance of meetings and workshops

#### **D. Payment Schedule**

***Total contract cost = JMD 552,300.00***

The contract will be for a period of 6 Months from 15<sup>th</sup> October 2009 to 14<sup>th</sup> April, 2010.  
The incumbent will receive JMD 92,050 per month



**E. Workplan, Reporting Formats and Timetables for Deliverables**

- The consultant will be stationed at the CEP office on a full time basis.
- The consultant will submit a short report at the end of each monthly payment period outlining the work done and status of the development and population of in particular the IW: Learn site and the CEP website, identify gaps and needs and propose response actions to be taken. In addition, evidence of the following outputs should be attached to the monthly reports

**F. Qualifications and Experience**

**Education:** First Degree in Environmental Management, biological sciences, natural sciences, information management, or journalism. Additional training in web site management/maintenance will be an asset.

**Experience:** Minimum of 3 years of experience in facilitation, networking and report writing. Knowledge of GEF Projects in the Wider Caribbean will be an advantage.

**Language:** English, Spanish and French are the working languages of the United Nations Environment Programme. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is a significant advantage.

**Other:** Excellent written and verbal communications skills;  
Experience in management and/or maintenance of web sites, data bases and E forums will be a significant advantage;  
Excellent interpersonal skills;  
Proficiency with Microsoft Office Applications: Excel, Word, Power Point and Outlook;  
Ability to work independently with minimal supervision and as part of a team;  
Have strong organizational, multitasking and time management skills;

**Please send all applications and completed P.11 Form to:-**

Information Assistant  
E-mail: [rcu@cep.unep.org](mailto:rcu@cep.unep.org)

**CLOSING DATE FOR APPLICATIONS: 9<sup>th</sup> October 2009**