

Terms of Reference
Project Coordinator
Amerindian Land Titling Project

1. BACKGROUND

The Amerindian Land titling Project is funded by Guyana REDD Plus Investment Fund (GRIF) with financial contributions from the Kingdom of Norway.

The objective of the ALT is to enable Amerindians to secure their lands and natural resources with a view towards sustainable social and economic development. It is expected that titling of communities will strengthen land tenure security and the expansion of the asset base of Amerindians, enabling improved long-term planning for their future development. It is also expected to enhance the opportunities for villages to 'opt-in' to the REDD+ scheme.

The Ministry of Indigenous People's Affairs, as the Implementing Partner of the project, is responsible for overall management, coordination with other participating partners and assures the delivery of results of the project.

UNDP, the Partner Entity to GRIF, is accountable for the funds transferred via the administrative agent, the World Bank, and as such responsible for oversight and quality assurance (in compliance with UNDP rules and regulations). UNDP also provides coordinated support services through the GRIF Implementing Partners, especially the Programme Management Unit of MoIPA, and ensures that its social, environmental and fiduciary safeguards and standards are applied to GRIF projects.

Guyana Lands and Surveys Commission (GLSC), National Toshao's Council (NTC), Guyana Geology and Mines Commission (GGMC) and Guyana Forestry Commission (GFC) are participating partners with specific project responsibilities.

The Project Board is chaired by MoIPA and UNDP and composed of all the above institutions, Ministry of Finance, GRIF Programme Management Office (Ministry of the Presidency) and NGO observers.

The Project Coordinator will be responsible for the day-to-day management of the project under the overall supervision of the Permanent Secretary of the Ministry of Indigenous People's Affairs (MoIPA). S/he will report to the Permanent Secretary, Ministry of Indigenous Peoples Affairs, with secondary reporting line in a matrix arrangement to the Resident Representative of UNDP and will supervise the other members of the Project Management Unit. S/he will regularly coordinate with the GLSC (Commissioner and designated focal point), NTC (Executive Office), GGMC, GFC and other technical stakeholders to oversee smooth implementation of project activities under each institution and to ensure effective coordination and cooperation among institutions. S/he will also collaborate with GRIF PMO, Norway and the Ministry of Finance, as required.

2. OBJECTIVE

The purpose of this position is to ensure that the objectives, outputs, and targets of the project, as detailed in the project document, are met. To do so, the incumbent is required to manage and ensure implementation of the project's activities, including supervision of PMU staff.

3. SCOPE OF WORK

The Project Manager will ensure the effective execution of the project, in accordance with the signed project document by:

1. Providing strategic direction and leadership in the implementation of the ALT to ensure that the project achieves its intended outputs as stated in the project document and annual workplan, focusing on achievement of the following results:
 - i. Strong strategic relationships with all parties and stakeholders involved in the implementation of the ALT Project, by monitoring adherence to the Project Document and other related guidelines.
 - ii. Improvement in the technical coordination of the project with all the institutions involved.
 - iii. Effective communication with the MoIPA - Permanent Secretary and/or the Minister of Indigenous Peoples Affairs and GLSC Commissioner- on matters and/or constraints that need to be addressed in a time sensitive manner especially those that may negatively impact the effective implementation of the project.
 - iv. Monitoring and reporting on the implementation of the recommendations of the Mid-Term Evaluations (MTE).
2. Supervising staff in the Project Management Unit in MoIPA to ensure that the achievement of project activities is on schedule and within budget, focusing on the following results:
 - i. Coordination of the day to day management of the project on behalf of the project board, based on decisions and directions of the board and in coordination with the Permanent Secretary of the MoIPA.
 - ii. Coordination of the project management team for the effective implementation of the activities set out in the Annual Work Plan (AWP).
 - iii. Leading the planning, organization, development and follow up of the Project Board meeting to align the institutions' actions, resolve bottle-necks and problems, and manage potential risks in implementation.
 - iv. Work closely with UNDP's Programme Team to comply with UNDP policies, procedures, and regulations and seek support and advice in the implementation of the project - in terms of procurement and financial management and operational procedures.
 - v. Preparation and submission of procurement plan for approval by MOIPA and UNDP for financial commitment. The Project Coordinator will manage all materials and equipment that the ALT Project Management Unit needs for its functions.
 - vi. Ensuring that all project costs are included, estimated and managed against an approved budget.
 - vii. Coordination of inputs from the Project Team to ensure that the delivery of support to the project is on schedule and within budget.
 - viii. Ensuring that all logistics are in place for the effective implementation of the project in coordination with the MoIPA Projects Department.
 - ix. Ensuring that all goods and services required for the project are obtained fairly and expeditiously under an agreed contract following required standards.
 - x. Carry out quality assurance of investigative processes, reporting and information sharing.
 - xi. Submission of request for services from UNDP in accordance with the Letter of Agreement between the Ministry of Finance and UNDP, as required.

3. Coordinating with UNDP on project activities in order to ensure application of safeguards and standards and alternative dispute resolution mechanisms are applied focusing on achievement of the following results:
 - i. Coordination with UNDP towards ongoing analysis and improvement of the various intervention points, regulatory and administrative mechanisms in the Titling process.
 - ii. Application of required UNDP's safeguards and standards, within the allotted time and budget.
 - iii. Implementation of the Guideline for Amerindian Land Titling in Guyana.
4. Maintaining records of achievement of activities and prepares reports for submission to UNDP and the MoIPA focusing on achievement of the following results:
 - i. Leading all project related information and communications activities - both internally and externally, create and update management of information within institutions involved and therefore beneficiaries and stakeholders.
 - ii. Preparation of Quarterly Reports/Annual Reports for submission to the UNDP, Project Board and Donors and for the information of all stakeholders, as required;
 - iii. Delivery of presentations during Project Board meetings or any public engagements where the status of the project needs to be disseminated.
 - iv. Preparation of Financial Reports with corresponding analysis of project expenditures in compliance with the standards set upon by UNDP;
 - v. Coordination of all quality assurance and M & E activities with MoIPA and UNDP; in collaboration with UNDP Programme Unit, ensure monitoring and evaluation standards, quality assurance/control.
 - vi. Definition of indicators as necessary, and ensures that relevant data are gathered, recorded and analysed accordingly.
 - vii. Identification, and analysis of risks and recommendations on any adverse factors that hinder the project from achieving its objectives on time and within budget.
 - viii. Oversees the relevant information systems regarding land titling and demarcation.

4. DURATION OF ASSIGNMENT

The duration of the contract is one (1) year with the option for renewal contingent on satisfactory performance.

5. REPORTING ARRANGEMENTS

The selected candidate will report to the Permanent Secretary, Ministry of Indigenous Peoples Affairs with a matrix reporting line to the Resident Representative of UNDP.

6. ADMINISTRATIVE ARRANGEMENTS

- This is a fulltime appointment.
- Office accommodations will be provided.
- The position requires extensive travel, especially to hinterland regions and out-of-Georgetown locations.

7. QUALIFICATION AND EXPERIENCE

Minimum Qualifications

- i. Master Degree or equivalent in any of the following disciplines: Management, Development Studies, Social Sciences/Anthropology, Law, Rural Planning/Environmental Science/Geography, or a related field from an accredited university

Knowledge/Experience

- ii. At least 7 years project management experience involving multiple government units and as head of a Project team in a relevant thematic area.
- iii. Demonstrable understanding of land management and indigenous peoples in Guyana.
- iv. Experience as a sworn land surveyor an asset.
- v. Experience working in government or international development organizations.
- vi. Experience working directly with indigenous communities especially in the field of governance, culture, and indigenous peoples' rights.
- vii. Demonstrable strong interpersonal/institutional coordination skills
- viii. Proficiency in Microsoft Office Suite - Word, Excel, Powerpoint.
- ix. Experience in drafting of related technical reports.
- x. Fluency in English language. Proficiency in one Amerindian language will be an asset.

8. COMMITMENT TO QUALITY WORK

The Project Manager shall use an evidence-based approach and ensure the highest standard of work and timely deliverables at every stage of this project. The Project Manager shall also ensure clarity of objectives and process, and that proper internal controls are instituted.