

Terms of Reference
Grievance Redress Mechanism (GRM) Director
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.

Under the guidance of the Permanent Secretary of the MoIPA, the GRM Director supports the implementation of the ALT project to receive and address any grievances arising from the titling of indigenous peoples' lands and assist in resolution of grievances between and among stakeholders to the ALT process. The ALT GRM Director works in close collaboration with MoIPA, the NTC, GGMC, GLSC, GFC, Protected Areas Commission, Indigenous Peoples Commission, National Indigenous Peoples' Organizations and UNDP.

2. SCOPE OF WORK

The GRM Director will perform the following key functions:

- a. Management of the grievance process, focusing on achievement of the following results:
 - a. prepare work plans and budgets
 - b. logging, acknowledging and tracking of grievances
 - c. maintaining communication and status updates on grievances to the claimants
 - d. investigate grievances and build consensus among stakeholders.

- b. Support to proposed actions and solutions and overseeing implementation of the ALT GRM, focusing on the achievement of the following results:
 - a. Communicate to the claimant one or more proposed actions and resolutions
 - b. Monitor the implementation of the solutions
 - c. Prepare and submit bi-annual reports.
- c. Support to mediation and facilitation, focusing on achievement of the following results:
 - a. Provide mediators and/or facilitators to assist parties in the resolution of their grievances
 - b. Support stakeholders to resolve their differences and grievances among themselves
 - c. Continually educate and increase the capacity of stakeholders in grievance avoidance and resolution.

3. DURATION OF ASSIGNMENT

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

4. REPORTING ARRANGEMENTS

The selected candidate will report to the Permanent Secretary, Ministry of Indigenous Peoples Affairs.

5. 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.

6. QUALIFICATION AND EXPERIENCE

Minimum Qualifications

- i. Bachelor's degree in the Social Sciences or Law. A Master's degree would be an asset.

Knowledge/Experience

- ii. At least five years' experience in conflict resolution and mediation
- iii. Demonstrable experience in managing a conflict resolution mechanism among local or indigenous populations
- iv. Proficiency in Microsoft Office Suite - Word, Excel, Powerpoint.
- v. Fluency in English language. Proficiency in one Amerindian language will be an asset.

7. CONTRACTING AUTHORITY

The Ministry of Indigenous Peoples' Affairs (MoIPA) is the contracting authority. The place of employment is the ALT Project Management office at the MoIPA.

8. COMMITMENT TO QUALITY WORK

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