**Subject: Request to Submit an Offer for the Position for Chief Technical Advisor (CTA)**

The Government of the Commonwealth of Dominica in collaboration with the United Nations Development Programme is implementing the GEF funded project that requires the services of a consultant in the capacity of Chief Technical Officer. The Project is entitled “Supporting Sustainable Ecosystem by Strengthening the Effectiveness of Dominica's Protected Areas Systems"

Interested individuals are invited to submit a quotation for the above captioned assignment; your submission should include an expression of interest, Curriculum Vitae and a financial proposal using the attached template. .

**Project Brief**

The project will use GEF incremental support to build Dominica’s national capacity to manage its Protected Area system with emphasis on the Morne Trois Piton National Park (MTPNP) and its buffer zone; to improve management effectiveness, create sustainable livelihood activities and improve biodiversity conservation. Project implementation will ensure replication and dissemination of lessons learnt at the other sites (Parks, Trails, and nature Sites), and other GEF funded activities locally and regionally. This project will develop a protected areas management system in keeping with recommendations from previous initiatives like the OECS Protected Areas and Associated Livelihoods (OPAAL) project and the National Parks Consortium Studies.

**Scope of Services, Expected Outputs and Target Completion**

The main duty of the Chief Technical Advisor (CTA) is to provide technical guidance to the Project Coordinator (PC) and the Environmental Coordinating Unit (ECU) on the overall implementation of project activities, as well as capacity building for the staff of the ECU and other relevant institutions and partners on PA management, with specific reference to the following:

* Provide technical and strategic assistance to the PC and other counterparts in areas of project planning, management and implementation, of the technical assistance components of the project, including development of biennial work plans, monitoring progress on activities and toward project targets, providing quality assurance for outputs;
* Capacity building in the development and implementation of PA management plans and other protected area planning processes and tools, as well as, PA regulations and enforcement mechanisms;
* Provide capacity building support to ECU and Division of Forestry, Wildlife and National Parks (DFWNP) staff and PA managers and support capacity building in PA management functions, including enforcement; research and monitoring; and community empowerment, outreach and dispute resolution;
* Support the PC in coordinating the work of all consultants and sub-contractors, ensuring timely and quality delivery of expected outputs, effective synergy among the various sub-contracted activities, and integration of project outputs into government work;
* Provide technical support for management of site activities, monitoring, and impact assessment, as well as technical support in the areas of biodiversity conservation strategic planning, Protected Area planning and collaborative management, including strategic and business plan for PAs and training in financial management, and support the planning of ecological inventories and conservation programs within PA sites; and
* Assist in the implementation of other technical aspects of the project as needed.

**Duration of the Work**

**Work Schedule**: The periods of work will be based on the overall schedule of activities as outlined in the annual work plan for each year of the project duration not to exceed ten (10) weeks per year.

**Qualifications**

**Education:**

* Advanced university degree in biodiversity conservation, ecology, environmental management or related discipline

**Experience:**

* At least 15 years of experience in environmental management
* Experience and knowledge of both terrestrial and marine conservation and PAs preferred
* Demonstrated leadership ability and technical ability to communicate complex ideas verbally and in writing

**Skills:**

* Proven ability to provide technical guidance to a wide range of stakeholders and multi- disciplinary teams to achieve stated project objectives
* Demonstrated ability to resolve complex technical problems
* Strong data management, reporting and analytical skills
* Strong leadership and team-building skills
* Self-motivated and ability to work under pressure
* Familiarity with project monitoring and assessment techniques
* Flexible and willing to travel as required
* Excellent interpersonal skills
* Ability to meet deadlines and prioritize multiple tasks
* Proficiency with Microsoft Office software

**Language Requirements:**

* Excellent English, both written and oral

**Remuneration**

The Chief Technical Advisor will be paid an agreed sum based on the submission of an invoice confirming the tasks completed, as agreed, and number of days. Contracted periods of work and submission deadlines for deliverables to be negotiated upon finalization of the annual work plan and determination of activities for each year of the project. The contract price will be a fixed price based on the allotted number of days per assignment or output.

Payment will be remitted subject to the approval by the Director of the ECU.

Applications accompanied by Curriculum Vitae and a breakdown of the Financial Proposal should be addressed to:

**The Permanent Secretary**

**Ministry of Health and Environment**

**Government Headquarters**

**Kennedy Avenue**

**Roseau**

**Commonwealth of Dominica**

And should reach her by **Friday 16 September, 2016**.

**BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**Name of Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Breakdown of Cost by Components**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| * **Personnel Costs** |  |  |  |
| Professional Fees |  |  |  |
| Life Insurance |  |  |  |
| Medical Insurance |  |  |  |
| Communications |  |  |  |
| Land Transportation |  |  |  |
| Others (pls. specify) |  |  |  |
| * **Duty Travel** |  |  |  |
| Round Trip Airfares |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  | **TOTAL (USD)** |  |