



ANTIGUA AND BARBUDA Department of Environment

Terms of Reference Project Technical Officer

Job Title	Technical Officer – Project Management Unit of the DOE
Contracting Authority	Department of Environment, Ministry of Health and the Environment, Antigua and Barbuda
Date of Issue	Aug 28 th 2023
Deadline	Sept 25 th 2023
Duration	12 months with possibility for Extension
To Apply	<p>Individual consultants and/or firms are invited to apply for this opportunity. The following documents (listed below) must be submitted to this link: https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434</p> <ol style="list-style-type: none"> 1. Cover letter 2. CV 3. Contact information for three (3) references; 4. Passport information page; <p>Where applicable, please use the subject line: “...Application for Name of RFP...”</p> <p>Please send any clarification questions to this link:</p> <p>https://app.smartsheet.com/b/form/6488c47987d742e6981cd6701b5724ea</p>
EQUAL EMPLOYMENT OPPORTUNITY (EEO)	The Department of Environment (DoE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DoE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.
Prohibited Practices	<p>The DOE has a zero-tolerance Policy for Prohibited Practices, which means:</p> <ul style="list-style-type: none"> • The DOE will review 100% of any complaints received for these practices

	<ul style="list-style-type: none"> • The complaint will then be submitted to an external independent contractor for further investigation • The DOE shall report all prohibited practice complaints to the GCF • If the investigator finds that there is a breach of the Prohibited Practice Policy by the contractor, the contract will be terminated <p>These Prohibited Practices include:</p> <ul style="list-style-type: none"> • Abuse; • "Coercion" or Coercive practice; • "Collusion" or Collusive practice; • "Corruption" or Corrupt practice; • Financing of Terrorism or Terrorist Financing • "Fraud" or Fraudulent practice; • Money Laundering; • Obstructive practice; and • Retaliation against Whistleblowers or Witnesses. <p>If the Contractor and/or staff of the Accredited Entity-Department of the Environment (DOE), the Development Control Authority (DCA), the Ministry of Works or the MOF-PMU violates any of the above in the process of executing this contract the contractor may report directly to the GCF at the following website: https://iiu.greenclimate.fund/reporting-fraud/how-to-report</p> <p>Or to the DOE complaint mechanism at: https://www.environment.gov.ag/contact</p> <p>Your complaint and its information will be sent to the Integrity Commission and then processed at the DOE. Complainants can be kept confidential, but the accusations will be communicated to the relevant persons. Before any actions are taken, the DOE will assess the accuracy of the information provided. Complainants must note that there is a penalty under the laws of Antigua and Barbuda for providing false information. Noted further that once the investigation is completed the DOE is legally obligated with a duty to report to the GCF.</p>
<p>Background Checks Information</p>	<p>The DOE is, therefore, asking that all applicants who are shortlisted be prepared to provide information to allow the DOE to better communicate to our partners at the Green Climate Fund, our contractors and service providers. Information needed includes, but is not limited to, company registration, police record, certificate of good standing with the Inland Revenue Department, registration numbers for Social Security, Medical Benefit Scheme, and Board of Education. Applicants are encouraged to be in good standing with these organizations. Please note that if the police record indicates that the individual/company has violated any laws this does not necessarily disqualify the individual/company from winning the bid. Where references are requested at least one of these must come from an immediate past client/employer. In addition to this, the contract will be subject to further background check if required. If this is required, the successful individual/company will be notified accordingly.</p>

	The DOE will also be conducting checks to determine if the bidder has been placed on relevant international sanctions lists, or “blacklisted” by the Caricom Climate Change Center (5Cs), if so, the bidder will not be considered.
Data Ownership and Confidentiality	The data, information, output, or material that are collected and/or developed under, or in connection to, the execution of funded activities and this AGREEMENT is property of the Government of Antigua and Barbuda. The Government of Antigua and Barbuda shall retain ownership to the aforementioned property including its title, interest, copyright, and other intellectual property rights.
Privileges and Immunity Notification	<p>The GCF, its proceeds, and other assets are accorded certain status, privileges, immunities, and exemptions as are necessary for the fulfilment of its purposes and carrying out the functions entrusted to it in the territory of Antigua and Barbuda, and that its staff and experts similarly enjoy such privileges, immunities, and exemptions as are necessary for the independent exercise of their official functions in connection with the GCF, in accordance with the Privileges and Immunities Agreement between the GCF and the Government of Antigua and Barbuda dated 20th July 2016.</p> <p>The Government of Antigua and Barbuda is, therefore, undertaken to be responsible for the management and remedy for any legal judgement against a project, or in its capacity as an Accredited Entity (AE) or an Executing Entity (EE).</p>
Rights Of Acceptance	The Department of Environment reserves the right to accept or reject any proposal, to render any or all of the proposals as non-responsive and to reject all proposals at any time prior to the award of contract, without incurring any liability, or obligation to inform the affected bidder(s) of the grounds for the Department of Environment’s action. The Department of Environment shall not be obliged to award the contract with the lowest priced offer. The decision of the Department of Environment in this regard is final and binding.
Conflict Of Interest Requirements	The individual/company receiving the contract award must sign a conflict-of-interest declaration and cannot sub-contract or pay staff members of the Department of Environment to complete the assigned tasks outlined within this TOR.
Late Bids	Late Bids will not be accepted.

Terms of Reference

Project Technical officer

I. About the Department of Environment

The Department of Environment is a Government agency within the Ministry of Health and the Environment in the Government of Antigua and Barbuda.

The overall mission of the Department of Environment (DOE) is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the country's environment, as well as seek common solutions to national, regional and global environmental challenges.

The Department of Environment accomplishes its mission inter alia through:

- An integrated environmental planning and management system established on the basis of public participation and interagency collaboration,
- Efficient implementation of appropriate programmes, projects and technical services,
- Providing accurate council on environmental management as well as effective and consistent enforcement of environmental laws and regulations, and
- Provide the public with easily accessible information and technical assistance on environmental issues.

The Department of Environment manages projects within four main Programmes, which are aligned with national legislation and international environmental agreements. These are:

1. Climate Change Programme (Adaptation, Mitigation, and Capacity Building)
2. Biodiversity Programme
3. Pollution Programme
4. Monitoring, Evaluation and Data Management Programme

Background on Position

The Project technical Officer will work closely with the Project Managers of the Biodiversity and the Climate Change portfolio. He/She will be required to perform tasks assist the project manager and project coordinators in meeting project goals and objectives, within the state budget.

Each project is guided by annual Work Plans, monitoring and evaluation guidelines, results framework, budget and reporting requirements. The officer is expected to ensure that the projects are in full compliance with the requirements of the Department of the Environment and that of the donor.

Where this is not the case the officer is expected to perform duties that will bring each project into compliance and tasks up to relevant timelines. These duties may include:

- Initiation and Completion of tasks and outputs that are within the competence of the officer and mutually agreed with the Project Manager/Project Coordinator ;
- To coordinate tasks with DOE project teams as well as agencies external to the DOE, but within Antigua and Barbuda and external to the Country,
- Prepare high quality reports and other actions/outputs to ensure full compliance with project requirements;

Specific responsibilities for this period of the contract will include:

- Be familiar with project policies and procedures of the DOE and ensure that these are followed;
- Based on the components and specific tasks assigned prepare and implementation and workplan for the approval of the PM;
- Track tasks and outcomes, milestones and outputs via smartsheet;
- Assist the PC in budget development, procurement, and ESS and Gender assessments of the impacts of the project;
- review execution modalities, participate fully in relevant project management meetings and be prepared to work with set time limits.
- Assist with the preparation and delivery of technical documents for presentation at meetings, consultations and workshops.
- Design and deliver training at workshops where appropriate;
- Prepare Quarterly task list and work programs based on specific responsibilities.
- Participate in communications, Community and stakeholder consultations and other relevant participatory processes.
- Provide monthly reports on activities to the project coordinator/project manager
- Other task assigned by the project Coordinators for these two program areas as project staff may be on leave or as teams may transition to other jobs;
- Be prepared to travel to international meetings to discussion project progress etc.

Important information

The DOE is an accredited entity of the Green Climate Fund and the Adaptation Fund. As such ass staff needs to be aware of the various manuals and standards that the DOE has to maintain. To assist you in this regard the DOE would invite you to become familiar with the following:

- Operational Manual;
- Technical Manual and Environmental and Social assessment and gender policy;
- Monitoring and Evaluation Plans and Policy
- Procurement Manual and procurement policy;
- Police on Fraud and corruption and prohibitive practices;
- Accreditation Master agreement of the Green Climate Fund;
- Code of Conduct of the DOE; and
- The Non-disclosure agreement;
- Be familiar with Smartsheet;

II. Reporting Requirements

The officer is expected to prepare monthly reports generated in smartsheet and project annual reports to facilitate evaluation. The officer will also have to prepare reports for projects under implementation

where appropriate.

III. Duration

This assignment is initially for 12 months with the option to renew. Renewal will be based on performance;

IV. Required Qualifications and Experience

- At least a first degree Environmental Management and or project implementation or policy development;
- Be familiar with Renewable Energy technologies and to be able to develop and assess policies and barriers to development and implementation;
- Understand and be able to communicate to stakeholders involved with grid-tied and off grid RE energy and be able to converse and communicate the climate change impacts as well as the business realities of energy production and delivery.
- Understand the social and gender aspect of the project as well as green procurement;
- Supply chain tracking and understand associated risks;
- Understanding policies and programs in developing countries particularly Small Island development states;
- Good knowledge of the United Nations Framework Convention on Climate Change and the Paris Agreement
- Familiarity with environmental context of Antigua and Barbuda;
- Excellent inter-personal and team building skills
- Strong research, analysis and writing skills in English

V. Evaluation Criteria

The evaluation criteria and weightings that will be applied to this TOR are as follows:

Category	Description	Weighting
1	Qualifications of consultant and availability of named individuals including national experts	25
2	Adherence to TOR specifications and related requirements: Clear understanding of required deliverables	35
3	Experience with similar work	25
4	Demonstrated track record of success, supported by references	15
	Total	100