

## United Nations Development Programme



### TERMS OF REFERENCE

Project Manager

Initial Assistance to Enable Trinidad and Tobago to Fulfill its Obligations under the Stockholm Convention on Persistent Organic Pollutant

**May 13th, 2010**

#### **1. Purpose of the Project Manager**

The general objective of the project manager is to oversee and manage the formulation of the Persistent Organic Pollutants National Implementation Plan for Trinidad and Tobago and develop a sustained capacity to fulfill Trinidad and Tobago's obligations and reporting requirements under the Stockholm Convention. This will be done mainly through the analysis of current sources, existing stocks and use of Persistent Organic Pollutants (POPs) and the legislative and institutional arrangements for chemical management in Trinidad and Tobago.

#### **2. Situational Analysis and Context**

Trinidad and Tobago has shown important progress in different parameters that are key for sustainable development. However, the country still faces great challenges in terms of environmental and health protection from risks derived from waste and environmental pollution generation and the pressures on natural resources from different productive and social activities.

At present, the main challenge for Trinidad and Tobago with POPs is related to the existence of some stocks of pesticides and PCBs that require proper inventory, storage and/or the economic resources to effectively dispose of them. The magnitude of the problem needs to be defined as well as the actions required to address their negative impact.

The Government of Trinidad and Tobago (GORTT) is in receipt of funding provided through the United Nations Development Programme – Global Environment Facility (UNDP/GEF) to implement a project that will enable Trinidad and Tobago to fulfill its obligations under the Stockholm Convention on Persistent Organic Pollutants. The project is expected to be implemented over a period of two years.

The UNDP, acting on behalf of the GORTT, is seeking a suitably qualified national of Trinidad and Tobago for the position of Project Manager – POPs National Implementation Programme, on contract for a period of two years. The position is responsible for the day-to-day management of the project and technical validity of key reports. It is ultimately responsible for ensuring the achievement of outputs and objectives including the production of a POPs implementation plan. The Project Manager will report directly to the National Project Coordinator and a cabinet appointed steering committee.

### **3. Expected Outcomes**

The Project Manager is expected to contribute technical expertise to the various thematic and cross-cutting assessments, ensure proper coordination of all activities, and manage and approve the activities and outputs of the consulting teams. This includes the production of a POPs National Implementation Plan consistent with the GEF Initial Guidelines for Enabling Activities for the Stockholm Convention on POPs and the Interim guidance for developing a National Implementation Plan for the Stockholm Convention

Under the responsibility of the National Project Coordinator and a cabinet appointed Project Steering Committee (PSC), the Project Manager has the following principal responsibilities:

- To lead and coordinate the day-to-day management of the project and the project staff, including administration of the project according to UNDP procedures, accounting for the project, technical management of the project, and the timeliness of project implementation.
- The PM will lead the development of the detailed project design, in collaboration with the concerned technical advisors and in consultation with the UNDP country office and the Steering Committee. This includes the production of a work plan; preparation of the Terms of Reference for international and national experts recruited under the project, preparation of technical specifications for equipment purchased under the project; cost estimation; activity scheduling, and reporting on the forward planning of project activities and budget expenditures.
- The PM will assist in the selection of consultants and short-term experts recruited under the project, in full accordance with relevant Trinidad and Tobago and UNDP rules, regulations, and procedures.

- The PM will ensure his full awareness, familiarity and compliance with all financial and technical rules, regulations and procedures relevant for the project implementation (both UNDP and national). The PM will also be responsible for ensuring that the project staff (and other relevant staff of participating organizations) is aware and familiar with these rules, regulations and procedures, and with their application.
- The PM is responsible for ensuring activities stipulated in the work plan, such as workshops, capacity assessments, training, environmental appraisals, action plan development and inventories, are implemented. This includes:
  - A preliminary inventory of unintentional POPs sources and loads and existing stocks of POPs pesticides and PCBs.
  - Identification of priorities and key action plans to address the most important sources and loads of POPs.
  - Identification of financial mechanisms to support the implementation of the National Implementation Plan (NIP).
  - A strategy for raising public awareness and to establish efficient mechanisms to promote and support social participation in the implementation of the National Action Plan.
- The PM will coordinate, monitor, and supervise the activities of consultants and short term experts providing input to the project, including the supervision of the implementation of the activities undertaken by consultants and experts; logistics; the review of technical and progress reports; the achievement of the project outputs and objectives; and cost control including overseeing overall resource allocation and where relevant submit proposals for budget revisions.
- The PM will liaise as required with the Steering Committee and regularly with the Project Team, and should ensure that the decisions and recommendations of the Steering Committee, and the opinions of the Project Team, are fully incorporated within the scope of the project implementation.
- The PM will liaise regularly with the UNDP's Programme Officer – Energy, Environment and Disaster Management on matters relating to project funding, administration and reporting, including the preparation of progress and financial reports.

#### **4. Key Deliverables**

1. National Profile on Chemical and Waste Management
2. Inventories of unintentional POPs sources and loads and existing stocks of POPs pesticides and PCBs

3. POPs National Implementation Plan developed and endorsed

## **5. Qualifications and Experience:**

- The candidate should be highly motivated and capable of working independently. Ability to work with a wide variety of people from governments, agencies, private companies, NGOs, and research institutions is essential. A good understanding of the institutional framework is highly desirable.

The PM's training and work experience should cover the following fields of expertise:

- sound management of chemicals
- legislative and international treaties in the field of chemicals management, POPs in particular
- monitoring of POPs releases and presence in water, soils and sediments
- POPs articles in use, obsolete stocks and POPs contaminated sites
- socio-economic implications of POPs reduction and elimination
- legislative, regulatory and enforcement tools to achieve POPs compliance
- public involvement

In addition the PM should possess:

- A post graduate degree in Physical Sciences or Environmental Sciences or Chemical or Environmental Engineering with an emphasis on environmental policy and planning, together with five or more years experience in project administration.
- Experience with the design and implementation of environmental programmes and projects.
- Extensive experience with project management and a demonstrated ability to supervise and manage complex technical assistance projects. Professional qualifications in Project Management will be an asset.
- Experience in the preparation of national reports and relevant international and national documentation;
- Good working knowledge of the Stockholm Convention on Persistent Organic Pollutants and other relevant global conventions such as the Basel Convention and the Rotterdam Convention.
- Familiarity with legislation on waste management, chemicals management and waste pesticides
- Knowledge of the experts and institutions involved in this area
- Good working relations with both government and non-government entities;

- Strong communication skills (verbal and written)
- Strong interpersonal and facilitation skills;
- Above average computer skills with an excellent working knowledge of Microsoft Word, Power Point and Excel and the Microsoft suite of productivity tools and project management software.

#### **6. Duration and Duty Station**

The Project Manager will be contracted for a minimum period of 24 months and will serve in Trinidad.

#### **7. Supervision**

The PM will be stationed at the Ministry of Planning, Housing and the Environment, Port of Spain, Trinidad for the duration of the project. Supervision will be under the office of the Minister of Planning, Housing, and the Environment.

#### **8. Financial Conditions**

To be determined by the Ministry of Planning, Housing and the Environment