

Terms of Reference

Regional Project Coordinator

A) Objective:

The Regional Coordinator is responsible for the effective and timely implementation of the Hinterland Project activities in Region 9.

B) Characteristics of Appointment:

- I. **Type of Appointment:** Individual
- II. **Duration:** 1 year, renewable on the basis of performance.
- III. **Place of Work:** Hinterland Environmentally Sustainable Agriculture Development Project Office in Lethem, Region 9, Guyana.
- IV. **Reporting:** The Regional Project Coordinator will report to the Project Manager, and will work closely with the Regional Management Committee of the specific region.

C) Qualifications:

The Regional Project Coordinator should have:-

- I. **Qualification:** University Degree or equivalent Diploma or Certificate or a minimum of six (6) CSEC subjects including English Language.
- II. **General Experience:**
 - A. At least three (3) year field experience as a manager or project coordinator or volunteer and/or employee in the public/NGO sector working with developmental programmes that targeted Region 9 at the Communities and/or District level.
 - B. Rural areas grass roots experience working with Amerindian communities is essential.
 - C. At least two (2) years of experience with training and supporting farmers in adopting small scale climate resilient agricultural technologies and developing income generating activities will be an advantage.
 - D. Proven experience with gender equality and social inclusion and knowledge and understanding of Amerindian's culture is important. Good interpersonal, communication, facilitation, transfer of knowledge and organization skills is essential.
 - E. Consultants may not associate with other consultants or firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.
 - F. Good interpersonal, communication, facilitation, transfer of knowledge and organizational skills are essential.

D) Position Responsibilities

The **Regional Project** Coordinator will:

- Provide effective and efficient leadership to the project implementation team at the regional level and ensure achievement of the goals and objectives of the project in a comprehensive and sustainable manner.
- Prepare all regional strategic project planning, management and related documents that are important to overall efficient and effective project implementation.
- Manage the finances of the project in the target region and ensure that all expenditures are in keeping with project objectives and activities.
- Assist the Project Manager with the preparation of bidding documents, terms of reference or MOUs for Project services providers.
- Oversee the performance of the regional office in implementing their direct responsibilities and in supervising field activities.
- Supervise in the region, the implementation of service provider contracts and MOUs, including those with the Financial Institution(s).
- Work closely with the Social Inclusion and Gender Equality Specialist on the implementation of the Project's strategy in this area.
- Oversee the activities of the Field Facilitators in relation to M&E activities and the recollection of documentation on regional expenditures and documentation related to the implementation of investment Plans by communities or Producers Groups.
- Work closely with the Project Manager and M&E Specialist on monitoring progress on the Project Logical Framework indicators and assessing project delivery and impact.
- Provide input to the quarterly progress and six-monthly reports (on technical, managerial and accounting matters)
- Establish and maintain on behalf of the project excellent relation with all regional project partners such as NAREI, GLDA, NGMC, MOIPA, MOC, MOB, MNRE, FIs, private sector, NGOs and with other agencies sharing the objectives of the project so that synergies can be maximized.

- Respond to all requests by the Project Manager as it relates to management and implementation of HINTERLAND PROJECT in specific region.
- Participate as a resource person for the technical components of the project where management lessons from the project itself can be beneficial to stakeholders.
- Represent the project at the regional level, especially its social goals in all direct activities of the project and in forums where the project is participating or its results are being featured.

E. Compensation Package

The contract will be for one-year duration but is subject to annual renewal. The compensation package is negotiable but cannot exceed specific scales currently in places for projects funded by IFAD.