

Terms of Reference

Programme Officer for the Global Water Partnership-Caribbean (GWP-C) in the Dominican Republic

About GWP-C

The Global Water Partnership-Caribbean (GWP-C) has a mandate to assist Caribbean countries in achieving long-term water security, through the sustainable management of their water resources. This is achieved through the promotion and implementation of Integrated Water Resources Management (IWRM). This is a participatory approach to managing water resources that involves engaging all sectors of the economy.

Background

GWP-C is 1 of 13 Regional Water Partnerships of the Global Water Partnership (GWP). GWP addresses the manifold threats and opportunities relating to sustainable water resource management by promoting partnerships, knowledge management and facilitation of reform/change processes. To this end, it works at a regional and country level to facilitate the inclusion of water in the development agenda (within the overall umbrella of Sustainable Development Goals), with an entry point on water security. The main thrust is implementation of better water governance via IWRM.

Nationally Determined Contributions

After the commencement of the Paris Agreement, country reports which were submitted before the Paris Conference (INDCs – Intended Nationally Determined Contributions) became Nationally Determined Contributions. Together with a new system for reporting on adaptation, these NDCs are central to the Agreement’s implementation. Countries can decide whether to focus adaptation planning into their NDC, and/or use National Adaptation Plans, or National Communications.

The United Nations Framework Convention on Climate Change (UNFCCC), the 2030 Agenda for Sustainable Development, and the Sendai Framework for Disaster Risk Reduction 2015–2030, all have their respective global processes and platforms, and monitoring and reporting mechanisms. These provide entry points for dialogue and action to make best use of IWRM in increasing ambition to advance countries’ commitments on climate action, sustainable development, and disaster risk reduction.

The NDCs are a powerful framework for laying out priorities for national climate action, with the potential to guide priorities, such as building climate resilience and climate-resilient infrastructure. They can be developed into country-level strategies and/or approaches for mobilising finance for climate resilient infrastructure programmes and projects and for enhancing the necessary policy and regulatory frameworks. The first window of opportunity ahead is the submission of new or updated NDCs in 2020.

It is in this context that GWP is supporting the Government of the Dominican Republic to implement a series of activities to inform the country's submission for the second round of NDCs. These activities are part of the Climate Action Enhancement Package from the NDC Partnership.

Objective of the Assignment

The GWP-C is seeking a Programme Officer to assist in the execution of in-country activities in the Dominican Republic and to provide general support to the GWP-C work programme. This is a six (6) month contract with a fixed all-inclusive monthly fee, commensurate with qualifications and experience. Extension of the contract will be dependent on the availability of funds. The duty station for this position is the

Dominican Republic.

Duties and Responsibilities

Under the guidance of GWP-C's Regional Coordinator, the Programme Officer will be required to:

1. Provide technical coordination and support in the development of activities in the Dominican Republic.
2. Conduct background research to inform the programme of work.
3. Assist with the organisation of stakeholder consultations.
4. Serve as rapporteur for meetings and workshops.
5. Assist in financial and narrative reporting, interacting with vendors and consultants, for all activities implemented as part of this engagement.
6. Prepare and/or edit reports, training material, letters, papers, presentations and other information products on IWRM, climate resilience and water security issues.
7. Provide administrative and logistic support for the GWP-C engagement in the Dominican Republic, including organisation of workshops and meetings, document preparation and correspondence.
8. Provide administrative and logistical support to the general GWP-C Secretariat and consultants implementing the work programme where needed.
9. Carry out other related duties as assigned by the Regional Coordinator of GWP-C.

Qualifications and Experience Required

1. Bachelor or MSc of Science in Water Resources Management, Environmental Science or Engineering, Natural Resources Management, Biology or a related subject area.
2. Understanding of the interlinkages between water and climate and their respective policy processes.
3. Excellent research, technical writing and reporting skills.
4. Strong online research skills and competence in Microsoft Office.
5. Ability to work as a member of a team and deliver quickly.
6. Ability to work flexible hours when requested.

7. Solutions oriented, proactive and creative.
8. Prior experience working on water-related projects or programmes is desirable.
9. Must be a national of and resident in the Dominican Republic.
10. Fluency in Spanish and English both written and verbal.

Reporting Arrangements

The Programme Officer will report to the Regional Coordinator of the GWP-C. Where necessary, the Programme Officer will be required to work in collaboration with the GWP-C Secretariat.

Submission of Applications

Interested applicants are asked to submit their letter of interest and curriculum vitae (CV), including the names and contact information for two (2) referees via e-mail by 4:00 p.m. (Atlantic Standard Time,) on **March 6th, 2020** to the Regional Coordinator of GWP-C at: simone.lewis@gwp-caribbean.org with copy to kerron.martinez@gwp-caribbean.org.
