

Regional Coordinator Terms of Reference

JOB TITLE:	Regional Coordinator
REPORTS TO:	Regional Chair
TEAM MEMBERS:	Regional Secretariat Staff
LOCATION:	Regional Secretariat Hosted at WINDREF in Grenada

BACKGROUND

The Global Water Partnership (GWP) is a global action network of partners supporting countries and regions in the sustainable development and management of water and related resources worldwide. GWP's vision is for a water secure world, in which communities are protected from floods, droughts, and water borne diseases, and where environmental protection and the negative effects of poor water management are effectively addressed. The GWP Network is supported and guided by the Global Water Partnership Organisation (GWPO), an inter-governmental organisation based in Stockholm, Sweden, which supports the Global Water Partnership through the structures established to group the Global Water Partnership Partners. GWP provides its Partners around the world with a neutral platform to uphold the values of inclusiveness, openness, transparency, accountability, respect, gender sensitivity, and solidarity.

GWP Caribbean is one of thirteen Regional Water Partnerships (RWPs) within the GWP Network. In this capacity, GWP Caribbean provides support to the implementation of GWP's strategic goals. GWP's 2016 – 2019 Strategy will institute a heightened transformation in the delivery of its programmes and activities. GWP Caribbean brings together governmental, non-governmental, educational, private and civil groups and all water-related institutions and sectors in the region, for purposes of supporting Caribbean countries in the sustainable management of their water resources. The GWP Partners constitute the GWP General Assembly of the regional network, bringing to the network expertise, experience, information and commitment to facilitate an integrated approach to water resources throughout the region.

GWP Caribbean derives its governance authority from its Statutes which is established in three (3) parts:

- **General Assembly:** Representative body of the regional network which meets every two years to set strategic directions and policies and approve the work plan and budget. It is the highest decision-making body.
- **Regional Steering Committee (RSC):** Supervisory body which provides strategic decisions, oversees the implementation of the policies and principles governing the Partnership and provides guidance to the Regional Secretariat. The Committee is responsible for supporting fundraising initiatives aimed at ensuring the financial sustainability of GWP Caribbean.

- **Secretariat:** Responsible for the day-to-day technical, financial and administration of the Regional programme activities. The Secretariat maintains a close and effective relationship with Partners, the GWP Network and Organisation and other regional and international organisations.

SCOPE OF THE POSITION

The Regional Coordinator (RC) is the head of the Regional Secretariat. The RC is subject to the directives and control of the Chair and Regional Steering Committee (RSC) (stated earlier). The position is responsible for the strategic implementation of the Regional Work Programme and ensuring the development of the GWP Regional Water Partnership in its goal to attain water security in the Region.

SPECIFIC DUTIES

The Regional Coordinator is responsible for:

Regional Programme

- Based on the RSC's strategic direction, be responsible for all aspects in relation to development, planning, implementation, reporting, financial management and administration of the Regional Work Programme, in collaboration with the GWP Partners in the region and other strategic regional funders and/or institutions.
- Develop, strengthen and maintain effective working relationships and synergies with co-operating allies (donors and lead regional partner institutions) and GWP Partners.
- Develop and implement a fundraising strategy and be proactively responsible for fundraising for work plan activities including networking to find fruitful partnerships with other organisations and coordinating preparation of project proposals.
- Ensure alignment to GWP strategic framework of programmes and projects undertaken in the region on behalf of GWP, including the supervision and provision of guidance to Programme/Project Managers.
- Support the work of the GWP Caribbean Technical Committee, Resource Mobilisation Committee and such other sub-committees of the Steering Committee, established to assist with the implementation of the Regional Work Programme.
- Ensure effective networking, communication and information sharing among GWP Partners within the region and key regional bodies, which includes the promotion of lessons learnt between the GWP Partners, other RWPs and GWPO.

Management and Administration of Regional Secretariat

- In collaboration with the Chair of the RSC, Host Institution and GWPO be responsible for the organisation, functioning and administration (including human resources management) of the Regional Secretariat, to ensure a high quality professional service to the RWP within the region, GWPO and regional GWP Partners.
- Ensure that the Regional Secretariat is staffed with high quality professional and motivated staff recognising the commitment to ensure gender equality and equal participation of men and women.
- Manage the Regional Database of Partners on behalf of GWP.
- Co-ordinate, liaise and work very closely with the Chair of the RSC to ensure timely submission of regional inputs.
- Through the GWPO Network Officer for the region ensure the development of synergies within the GWP Network and knowledge sharing across the GWP Network.
- Co-ordinate, liaise and work very closely with the Host Institution (HI) for the Regional Secretariat on matters related to the administration of staff in order to ensure efficient and effective operations in the Regional Secretariat.

Regional Governance

- Report to the RSC on the progress of the RWP activities with quarterly reports (both narrative and financial).
- Act as ex officio Secretary to the RSC and to the General Assembly.
- Call the meetings of the RSC at the request of the Chair, as well as organise and prepare the necessary documents for all RSC meetings.
- Support the RSC to ensure compliance with the Conditions for Accreditation and the RWP statutes. This includes all RWP governance duties and the expansion of the GWP Partners database.
- Liaise and consult with the Chair of the RSC on matters relating to the fundraising and implementation of Committee decisions.
- Performs other responsibilities as are assigned by the RSC Chair.

QUALIFICATIONS AND EXPERIENCE

The ideal candidate for the position of Regional Coordinator, should have the following qualifications and abilities:

- Advanced degree in any or combination of the following fields: natural science, water management, economics, development studies, environmental and social sciences, engineering or any equivalent educational background.
- Five (5) years relevant experience in working with implementing development programmes. The candidate must be familiar with and have sound knowledge and skills of planning, monitoring and evaluation of projects and programmes mainly in the field of environment and water resources management.
- Knowledge of the international context of Integrated Water Resources Management (IWRM) and the major international organisations involved, including aid agencies will be an added advantage.
- Strong managerial leadership skills are essential including excellent organisational and analytical capabilities, setting priorities, taking initiatives and completing work plan deadlines.
- A flexible, diplomatic, friendly and cooperative personality with a sensitive approach to national and regional political environments.
- Ability to network at both high political levels and across stakeholders in the Region to secure financing for the Regional Water Partnership.
- Good understanding of national governments economic development processes and experience of working with governmental development programmes.
- Fluency in English, written and spoken. Knowledge of Spanish and/or French is an advantage that will be valued.
- Effective PC skills (Microsoft Office Suite including Excel, Word, Power Point, etc.).

DURATION OF THE CONTRACT

The successful candidate will be retained on a consultancy contractual basis with the Host Institution, WINDREF, for a period of one (1) year in the first instance, renewable on the basis of good performance. The appointee will be subject to a probation period of six (6) months.

The position is located in Grenada. Costs for relocation will not be covered. Please send your application to Gabrielle Lee Look at gabrielle.leelook@gwp-caribbean.org **by 27th April 2018.**
