



Terms of Reference of the Regional Coordinator

Introduction

The Global Water Partnership's (GWP) vision is for a water secure world. Its mission is to support the sustainable development and management of water resources at all levels. GWP was created to foster the implementation of integrated water resources management (IWRM): the coordinated development and management of water, land, and related resources by maximising economic and social welfare without compromising the sustainability of ecosystems and the environment. GWP delivers its global programme through a network of 13 Regional Water Partnerships of which the Global Water Partnership-Caribbean (GWP-C) is one. In this capacity, GWP-C 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-C brings together governmental, private sector organisations, professional associations and civil society organisations and all other relevant water-related institutions in the Caribbean, for the purpose of supporting Caribbean countries in the sustainable management of their water resources by fully promoting and applying Integrated Water Resources Management (IWRM), consistently with the GWP strategy.

To deliver its work in the Caribbean region, GWP-C has the following governance structure:

The **General Assembly** consists of representatives of all Partners in the GWP-C, sitting equally. It is the highest decision making body in GWP-C. The year round work of the GWP-C derives largely from the mandates given by the General Assembly.

The **Steering Committee** is a decision making body of the GWP-C. Its overarching role is to provide overall strategic direction to the Partnership in keeping with the instructions of the General Assembly, provide oversight and accountability of the daily operations and adherence to policies and procedures of the Regional and Global Partnership, and guide the co-operation between the Partners within GWP-C. The Steering Committee is responsible for supporting fundraising initiatives aimed at ensuring the financial sustainability of GWP-C.

The **GWP-C Secretariat** the GWP-C Secretariat provides overall support and coordination, manages finances, exchange knowledge and resources, and ensures communication and coherence across the Caribbean region. One new, additional and significant work of the GWP-C Secretariat is to match the financial support given by GWP for operational and project delivery on a dollar for dollar basis.

Job Description

The GWP-C Regional Coordinator manages the daily operations and staff of GWP-C and for the implementation of decisions of the General Assembly as adopted by the Steering Committee. His/Her actions are subject to directives and control of the GWP-C Steering Committee. The Regional Coordinator reports to the Steering Committee Chair. The Regional Coordinator is also in regular liaison with the GWPO Network Officer based in Stockholm, Sweden.

Specific Responsibilities

Specific functions of the Regional Coordinator are:

Strategy Development and Implementation

Prepare the long term work plan covering the duration of the planning horizon, the content of which is articulated and agreed on by the General Assembly and Steering Committee and endorsed by the GWPO Secretariat. The work plan must be revised periodically and each revision endorsed formally by the Steering Committee;

In collaboration with the GWP-C Steering Committee, prepare annual work plans and budgets, ensuring the involvement of Country Water Partnerships and Regional Partners in the planning process;

Ensure that the GWP-C strategic and annual work plans are relevant to the Caribbean region and that their outcomes, outputs and processes contribute meaningfully to the promotion of IWRM and the strengthening of the Partnership;

Coordinate, administer and monitor the implementation of strategic and annual work plans, ensuring the involvement of Country Water Partnerships and Regional Partners in their implementation;

Develop a regional fundraising strategy and business plan for approval by the Steering Committee that helps GWP-C meet its organisational objectives by securing the resources necessary to do so and oversee its implementation; and

Prepare bi-annual fundraising progress reports; prepare grant/project proposals; set up information technologies to track fundraising efforts; search and research potential donors to identify and evaluate potential funding sources; solicit grants where available and appropriate from a diverse network of corporations and foundations, make initial contacts, follow-up and coordinate all available funding opportunities; and build and maintain relationships with current and potential donors.

Management

Manage and administer the GWP-C Secretariat and discharge all responsibilities for its daily operations, including the supervision of all officers and ensure a high quality professional service in the implementation of GWP-C work plans and to the Partnership and regional partners outside;

In collaboration with the Steering Committee, recruit appropriate staffing;

Prepare and submit activity and financial reports to the GWP-C Steering Committee and GWP Secretariat and report on expenditure and progress of GWP-C's Strategic and Annual Work Plans on a regular basis as determined by the Steering Committee and GWPO requirements;

Prepare cost estimates and budgets for GWP-C and monitor the cost accounting system to ensure compliance with GWP policies; and

Procure goods and services for GWP-C in accordance with GWP and GWP-C procedures.

Relationships

Keep a close and frequent relationship with the GWP-C Chair to ensure effective coordination of the Regional Partnership and the implementation of decisions made by the General Assembly and the Steering Committee, and act as the liaison person with the GWPO Secretariat;

Coordinate, liaise and work very closely with the GWP Network Officer for the region to ensure timely submission of regional inputs to GWPO, synergy within the GWP network and to help share knowledge across the global network;

Receive all communications and correspondence for and on behalf of GWP-C.

Organise and manage all meetings of the GWP-C Steering Committee and General Assembly.

With the exception of the in-camera meetings serve as Secretary of the Steering Committee and the General Assembly;

Develop, strengthen and maintain effective working relationships with Network Partners and facilitate effective networking, communication and knowledge and information sharing within the GWP-C Network;

Plan and deliver various workshops, seminars and other meetings to implement GWP-C's annual work plan activities;

Assist in the work of the GWP-C Technical Committee and Financial Committee and such other sub-committees of the Steering Committee; and

Cooperate and participate in the activities of relevant regional and international partners such as the Caribbean Community (CARICOM), the Caribbean Water and Wastewater Association (CWWA) and the United Nations Environment Programme – Regional Cooperating Unit (UNEP-RCU), among others.

Ensure that GWP-C benefits from and contributes meaningfully to the GWP network.

Ensure that the role of GWP-C and the quality of processes and outputs developed meet the basic minimum conditions of the 'GWP Organization and Network.

Qualifications

The GWP-C Regional Coordinator is expected to have the following qualifications:

1. Advanced degree (M.Sc. degree and above) 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.
2. At least five years relevant experience, good knowledge and understanding of the Integrated Water Resources Management (IWRM) approach and its application to water

management issues in the Caribbean as well as experience in managing programmes in multi-stakeholder environments, preferably with water and environmental issues.

3. Proven fundraising capabilities as evidenced by involvement in development funding activities and negotiations with a variety of investment, endowment and donor organisations and strong ties with such organisations.
4. Experience in developing and implementing strategies to influence international institutions, demonstrated experience of building and maintaining effective relationships with a range of regional and international stakeholders;
5. Available to travel frequently within the Caribbean region and internationally.
6. Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, build strong interdisciplinary teams, communicate with small and large groups, develop work plans, and manage budgets and project expenditures.
7. A flexible, diplomatic, friendly and cooperative personality with a sensitive approach to national and regional political environments with a good understanding of national governments and socioeconomic development processes in the Caribbean.
8. Excellent multi-cultural and interpersonal skills and a willingness to learn from others with experience in networking with partners at all levels (high political levels, government (including water ministers and senior government officials), international and donor agencies, private sector, non-government organisations, community based organisations and vulnerable groups);
9. Proven experience in developing and implementing large programmes and working with international and donor agencies.
10. Excellent organisational capability and skills to analyse problems, set priorities, take initiatives and complete work plan deadlines with minimal supervision and the ability to work independently, at times under time pressure and tight deadlines.
11. Proven written, presentation and reporting skills and demonstrated computing skills;
12. Experience in grant/project proposal writing with experience in fundraising and developing, implementing and coordinating fundraising programmes.
13. Fluency in English, written and spoken. Proficiency another language such as Spanish and/or French will be asset.

The duty station for the Regional Coordinator's position is on the Island of Trinidad. The cost associated with relocation, if necessary will be provided. Knowledge of the international context of IWRM and the major international organisations involved, including the donor agencies will be an added advantage.

Duration of the Contract

The successful candidate will be recruited on contract for such period as may be determined by the Host Institution on the advice of the Steering Committee, but for not less than two years of which the first six months shall be a probationary period. The contract may be renewed up to a maximum period of six years. The appointee will be subject to performance appraisals for such period as provided in the contract between the Host Institution and the Regional Coordinator.

Deadline Date and Submission

The deadline date for submission of applications for the post of Regional Co-ordinator GWP-C is **November 14th, 2014**. Applicants are asked to provide a copy of their CV and a cover letter indicating their interest in the position.

Applications should be addressed to:

The Senior Human Resources Officer

“Vacancy – Regional Co-ordinator GWP-C”

NIHERST

#77 Eastern Main Road

St Augustine

Trinidad, West Indies

Via e-mail at giselle.dinzey@niherst.gov.tt
