



# AMAZON SUSTAINABLE LANDSCAPES III

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## National Technical Coordinator

### Terms of Reference

#### **Introduction**

The Government of Guyana represented by the Environmental Protection Agency (EPA) along with the implementing agency, Food and Agriculture Organization (FAO) of the United Nations has finalised the Global Environment Facility (GEF) funded project “*Advancing Guyana’s Development through Improved Forest Management*”. The project is under the the third phase of the Amazon Sustainable Landscape (ASL) Programme that is led by the World Bank.

The overall programme’s objective is to improve regional collaboration and national investments towards integrated landscape conservation and sustainable management of primary forests in the Amazon region and includes Child Projects in Bolivia, Brazil, Colombia, Ecuador, Peru, Suriname and Venezuela. The national objective of the project is to improve forest conservation, sustainable use and management in the Amazon forest landscape of Guyana through enhancement of funding, restoration and participatory governance.

The ASL III Child Project will build on and expand deliverables achieved from the ASL II project, ‘*Securing a Living Amazon through Landscape Connectivity in Southern Guyana*’, in policy development, partnership and capacity building for enhanced biodiversity and forest conservation, sustainable land use, and community development in Guyana. This will be achieved through three componnets which are aligned with the Integrated Program for Critical Forest Biomes – Amazon of GEF-8:

Component 1: Enabling maintenance of intact forest landscapes through improved finances and governance – to enable improved management and protection of protectes areas (PAs) by implementing innovative financing mechanisms such as biodiversity credits or similar mechanisms.

Component 2: Increasing restoration and sustainable forest management with improved engagement of stakeholders in Non Timber Forest Product (NTFP) value chains – to promote sustainable forest-based value chains and address land degradation caused by gold mining and wildfires. It involves capacity-building for sustainable production, restoration efforts, and participatory management of PAs.

Component 3: Effective strategic communication and knowledge management – to disseminate best practices and leverage knowledge exchanges within the Amazon Sustainable Landscapes Program Phase III (ASL III) countries and at the regional level through participation in the different activities of the ASL Regional Coordination Project.

The EPA is the Executing Agency for the project and the Project Management Unit will be housed in Georgetown.



## Background

Guyana is one of the world's most forested countries, with 84 percent (17.82 million ha)<sup>1</sup> of its land covered in forests. Deforestation rates have stayed below 1 percent (0.02 percent to 0.079 percent) over the last two (2) decades, preserving one of the largest intact tropical forests globally.

Guyana has five (5) Protected Areas (Pas) which occupy part of 3 of the 10 administrative regions of the country (the Kaieteur National Park (KNP) and Iwokrama Rainforest are in Region 8 (Potaro-Siparuni), Shell Beach is in Region 1 (Barima-Waini), and Kanuku Mountains (KMPA) and the Kanashen Amerindian PA (KAPA) are located in Region 9 (Upper Takutu-Upper Essequibo). The PAs cover about 8.4 percent of the country's landmass, totaling 1.1 million ha and is managed by the Protected Areas Commission (PAC) since 2011.

Despite high forest cover, forest clearing has continued at about 0.056% per year since 2010, with 133,210 ha lost since then. Mining was determined to be the primary driver, accounting for 75% from 2013-2023. Other contributors include agriculture, roadbuilding, mining infrastructure, forestry, and fires. Since 2013, fires have become the second largest factor, causing 15% of deforestation, with agriculture following at 5%. Mine-site reclamation remains lacking due to low environmental bonds compared to high reclamation cost, while traditional farming practices, including fire use, harm biodiversity. Additionally, financial challenges underscore the need to reevaluate funding mechanisms and strategies to effectively support sustainable land management and mine site rehabilitation efforts.

The project aims to generate significant global environmental benefits, including: 1,444,735 ha of protected terrestrial areas under improved management; 423.5 ha of forest degraded by mining and fire restored, with 15 ha reforested mining site, 50 ha of (community-based as well as government-led) assisted natural regeneration at mining sites, and 358.5 ha of (community-based as well as government-led) restoration in wildfire-affected forests; 4 359.6 ha of landscapes with improved practices outside PAs; and at least 32,800 direct beneficiaries, including 13,120 women in Regions 1, 2, 6, 8, 9 and 10.

## Scope of work

The National Technical Coordinator will have direct responsibility for the overall day-to-day operations and management of the project.

## Tasks

Under the direct supervision of the EPA and the project steering committee (PSC), the National Technical Coordinator will lead and supervise staff in the Project Management Unit (PMU), provide technical oversight to partners, project planning, programming, execution, monitoring, and evaluation, in accordance with the approved annual workplan, procurement plan and budget. The National Technical Coordinator will also provide quality control to ensure that the project objectives are met and executed within established timeframes.

The incumbent will carry out the following functions:

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<sup>1</sup> Guyana Forestry Commission (2024) Guyana REDD+ Monitoring Reporting and Verification (MRV) System Report, Year 2023



### **1. Project Management:**

- Lead the day-to-day management, monitoring, and evaluation of project activities and results, in line with the ProDoc, Operations Partner Agreement (OPA), and Annual Work Plan and Budget (AWPB), ensuring compliance with donor rules and achievement of project objectives and targets;
- Develop, in collaboration with sub-grantees and partners, the AWPB and ensure alignment with stakeholder needs and priorities, for PSC approval and FAO GEF Agency no-objection;
- Oversee and monitor procurement, budget execution, and mobilization of in-kind and in-cash contributions in line with the AWPB;
- Review and track progress of implementation against work plans, monitoring frameworks, and project indicators, ensuring timely delivery of results, outcomes, and outputs;
- Manage Project Steering Committee (PSC) processes, including organizing meetings and maintaining workflow coordination;
- Organize and lead key project events, including the Inception Workshop (and report), reflection/learning workshops, and other project-level meetings. Ensure the Inception Report is submitted to the FAO, immediately after the workshop;
- Coordinate and support field and technical missions (national and international), including stakeholder engagement and FAO supervision missions, to strengthen project effectiveness;
- Facilitate effective communication, coordination, and linkages among national, regional, and local stakeholders and partners;
- Represent the project and support internal and external supervision, reviews, and evaluations;
- Oversee sub-grant preparation and disbursement processes.

### **Reporting and Compliance**

- Hold and document monthly virtual meetings with project partners;
- Prepare and submit six-monthly Project Progress Reports (PPRs), including AWPB updates, to the PSC and FAO;
- Prepare the annual Project Implementation Report (PIR);
- Prepare and submit the Operational Partner's six-monthly technical and financial reports, and facilitate information exchange with FAO;
- Ensure adherence to project management procedures and reporting requirements to maintain high-quality implementation and compliance.

### **Staff and Technical Oversight**

- Supervise project core staff and provide direct oversight of consultants, experts, and contracted institutions to ensure timely and quality delivery of outputs; and
- Oversee the preparation of Terms of Reference (TORs) for recruitment of staff, consultants, and subcontractors, in consultation with and subject to FAO no-objection.

### **2. Technical support to Component 1:**

- Assist with exploring biodiversity credits mechanism and other financing mechanisms to fund restoration and conservation efforts in protected areas and beyond;
- Provide oversight for the resource assessments to be conducted and land management practices to be documented;



- Support the establishment of financing mechanism established for restoration and conservation activities in PAs;
- Ensure the active engagement of Indigenous People and Local Communities (IPLCs);
- Secure funding for and assist with initiating three (3) restoration and conservation projects; and
- Provide technical support and assess the outputs of national consultants, as well as the products generated in the implementation of the project.

### **3. Technical support to Component 2:**

- Support the execution of gender-sensitive capacity-building sessions on extraction, production, processing, marketing and tourism;
- Assist with ensuring that select value added products/market ready packaged products access the local retail market;
- Ensure that gender-sensitive targets are incorporated into activities; enhance and promote a select tourism product/service;
- Assist with the development of techniques/methods to restore select degraded areas;
- Conduct a stakeholder identification and analysis;
- Assist with the development of a land degradation response plan; and
- Provide technical support and assess the outputs of national consultants, as well as the products generated in the implementation of the project.

### **4. Technical support to Component 3:**

- Assist with the conduct of a KAP survey and development of an engagement and dissemination strategy;
- Ensure active participation in ASL3 conferences, regional events, international exchanges;
- Ensure that there is gender balance within the scope of the project, that appropriate target beneficiaries are the subject of interventions, that data is not being lost, that results are relevant, that activities are appropriate for delivering the types of results required, that resources are used efficiently and effectively, that interventions are not duplicated and there is effective collaboration with other initiatives; and
- Assist with organizing and participation in mid-term and terminal evaluations in close coordination with the FAO BH and the independent FAO OED.

## **Minimum Requirements**

### **Education:**

- Professional with an advanced degree in Natural Resource Management, Environmental Management or similar field, with experience in Project Management, Business Administration, Development Management or similar field; and
- A good understanding of protected areas management, forest management, climate and environment financing mechanisms, value chains development, monitoring and evaluation.

### **General Technical Skills and Experience:**

- At least seven (7) years professional experience in natural resource management, environmental management or a similar field;
- At least five (5) years' experience in management of development projects;
- Extensive knowledge of the national context;
- Demonstrated knowledge of and experience working with national institutions;
- Experience in the preparation and/or implementation of projects with international organizations; and



- Experience in coordinating and facilitating workshops, technical session and meetings and coordination of multidisciplinary teams;
- Familiarity with United Nations and technical reporting standards;
- At least 2-3 years of experience supervising and motivating others including multidisciplinary teams, staff and consultants;
- Experience working with senior government officials, NGOs and IPLCs; and
- Full proficiency in English and strong communication and presentation skills in English, and an ability to prepare appropriate and timely reports to multiple audiences including donors, government, community and private sector.
- Good understanding of environmental and social safeguards and gender issues.

#### **Other skills:**

- **Planning and organizing:** Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organize work, monitor & review outcomes, and communicate the results clearly both orally and in writing. Should also possess the aptitude to organize and meet short deliverable timelines.
- **Teamwork:** Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict
- **Communications and interpersonal skills:** Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy
- **Cultural Intelligence:** Ability to work in a multi-cultural setting. Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure
- **Effective problem-solving skills:** Ability to use sound judgment and initiative, develop options and achieve outcomes
- **Organizational awareness:** Ability to align thinking and actions to organizational values
- **Flexibility and adaptability:** Ability to respond positively to change and new organizational practices, structures, procedures and technology
- **Personal credibility:** Has high regards for self-discipline, good attendance record, respect punctuality and set example to others, show consistency in words and actions, has high integrity and is conscientious.

**Location:** Guyana

**Duration:** 48 months/4 years, with annual contract renewal

**Start Date:** June, 2026

Applications including a full Curriculum Vitae should be sent to:

**Executive Director  
Environmental Protection Agency  
Ganges Street, Sophia, Georgetown.**

Closing date for applications is **May 27, 2026**.

#### **Important:**

Only Shortlisted Candidates will be contacted