



CONSULTANCY NOTICE

HIGH LEVEL FORUM OF MINISTERS (HLFM) COORDINATOR

1. Introduction

The Global Water Partnership-Caribbean (GWP-C) was founded in 2004 to support Caribbean countries in the sustainable development and management of their water resources. GWP-C works to achieve this through the promotion and implementation of an Integrated Water Resources Management (IWRM) approach at the community, national and regional levels. IWRM is a holistic approach to managing water resources that involves engaging all sectors of the economy. The approach is grounded in the understanding that water resources are an integral component of the ecosystem, a natural resource, and a social and economic good.

Partners are the basis on which the GWP-C network is constructed and operates. The GWP-C therefore works with its partners to promote and strengthen interaction and cooperation at all levels and across different sectors to sustain IWRM in the Caribbean region.

To drive the interest of IWRM at the political level in the Caribbean, since 2005, the GWP-C in collaboration with its partner, the Caribbean Water and Wastewater Association (CWWA) host an Annual High Level Forum of Ministers (HLFM).

The High Level Forum of Ministers is an unmatched regional event, being the only meeting of Caribbean Water Ministers to date. The HLFM affords Ministers and senior officials involved in water resources management a unique opportunity to share experiences and ideas for addressing water issues affecting the region and individual countries.

Both GWP-C and CWWA saw the HLFM as a proactive approach to addressing the water resources management problems in the Caribbean in relation to the Millennium Development Goals (MDGs). Furthermore, the HLFM is a means of bringing Ministers and policy makers together to engage in discussions on critical issues on IWRM and to provide the necessary technical information to support decision making and the development and implementation of regional approaches/policies for water sector management.

Now in its 9th year, the HLFM has grown with an increase in the participation of government ministers, senior government officials and technocrats. The GWP-C therefore seeks to hire a Coordinator to, *inter alia*, execute the planning and operation of the upcoming 9th Annual High Level Forum of Ministers (HLFM) which will be held during the CWWA's 22nd Annual Conference and Exhibition in October 2013 in Barbados.

2. Consultant Responsibilities

The overall responsibility of the HLFM Coordinator will be to manage the planning, and execution of the 9th HLFM. This will include the logistical planning of the Forum and documentation of key outputs and outcomes. It is crucial that the Coordinator conduct all tasks in a timely manner thereby meeting all set deadlines for the completion of the tasks identified below.

The HLFM Coordinator will report to the GWP-C Steering Committee through the GWP-C Secretariat based in Trinidad.

- Coordinate all plans for the HLFM, maintaining continuous contact with the GWP-C and the CWWA, as well as other relevant key partners.
- Provide updates, reports and other information for the review and consideration of the GWP-C Steering Committee (SC) and the CWWA Conference Planning Team, to ensure full involvement and support.
- Identify objectives and outcomes expected from the Forum and liaise with key partners to develop a theme and appropriate agenda.
- Prepare calls for papers for the HLFM. Select and contact speakers.
- Develop a HLFM business plan based on realistic predictions and estimates, in order to formulate a balanced budget as a basis for managing expenditure and receipts.
- Coordinate with the CWWA conference planning team to – issue invitation letters; follow-up on RSVPs; arrange meeting facilities including catering, room set-up etc; arrange hotel accommodation; arrange transportation; arrange protocol for Ministers and other special guests.
- Prepare and distribute background materials based on the theme of the Forum for the Ministers to review before the event that will provide an understanding of the issues that will be considered at the meeting and if necessary, give them the opportunity to develop provisional positions which can then be tabled /shared and or refined at the Forum.
- Plan and seek sponsorship for events associated with the HLFM (e.g. cocktails, receptions).
- Determine and seek agreement from the GWP-C Steering Committee (SC) and the CWWA Conference Planning Team on methods of evaluating the Forum and submit final reports (about programme, budget, outcomes and lessons learnt) to the GWP-C SC and CWWA Executive.
- Receive any relevant reports in relation to any matter relating to the Forum.
- Hold a thorough de-brief with the GWP-C Steering Committee and the CWWA and make recommendations for improving the Forum.
- Any other responsibilities as assigned by the GWP-C Steering Committee.

3. Key Outputs (Documentation) to be produced:

- Planning Methodology for holding a successful HLFM
- Work plan and budget
- Pre-event brief for Ministers
- Outcomes of the HLFM
- Post-HLFM Report to be submitted to Ministers
- Lessons Learnt

4. Consultant Requirements

The ideal candidate for the Consultancy should be a CARICOM national and should have:

- An advanced degree (Master's degree and above) in any or a combination of the following fields: natural science, environmental science, water management, economics, climate change, development studies, social sciences, engineering or any equivalent educational background.
- At least five (5) years post qualification experience.
- Experience as a successful corporate meeting and event planner.
- A thorough understanding of the protocols and principles that apply to government officials from various foreign countries.
- Proven ability to be a valued and contributing member of a multi-disciplinary team
- Must possess a high-level of inter-personal skills, with excellent verbal and written communication skills.
- Capacity to work independently with minimal direction.
- Competency in Microsoft Office including PowerPoint, Word and Excel.

5. Duration and Location

The period of execution is expected to be a total of six (6) months; part-time in the first instance with increasing time input required leading up to the event. Planning for the HLFM will be coordinated in Trinidad.

6. Submission of Applications

Interested persons should submit their applications together with a detailed *curriculum vitae* highlighting their relevant qualifications, experience and skills to the following address:

Global Water Partnership Caribbean (GWP-C) Secretariat
C/o The National Institute of Higher Education Research, Science and Technology (NIHERST),
#77 Eastern Main Road,
St. Augustine,
TRINIDAD

Applications may be submitted by post, via email at info@gwp-caribbean.org, or via fax to 868-645-7805 by **May 15th, 2013**.

For further information on the Global Water Partnership-Caribbean (GWP-C) please visit the following website: www.gwp-caribbean.org.

Please be advised that unsuitable applicants will not be acknowledged.