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GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES

Executive Secretariat for Integral Development (SEDI)

Department of Sustainable Development (DSD)

Consultant: Project Coordinator Haiti

Type of contract: Product-based Consultant

Organizational Unit: Department of Sustainable Development (DSD), Integrated Water Resources Management Section (IWRM)

Start Date: April 1, 2024.

Duration: 24 months (renewal upon performance and availability of funds)

Remuneration: Final remuneration will be based on skills, experience, and workplace location.

Location: Haiti

1. Background.

1.1 Department of Sustainable Development (DSD)

The Department of Sustainable Development (DSD) of the Executive Secretariat for Integral Development (SEDI) is the principal technical body of the General Secretariat (GS/OAS) for responding to the needs of Member States on sustainable development matters. SEDI/DSD's main responsibility is to oversee the implementation of the Inter-American Program for Sustainable Development (PIDS) which was adopted during the Second Plenary Session of the OAS General Assembly held in 2016. The PIDS is the first regional agreement that is fully aligned with the 2030 Agenda for Sustainable Development, which includes the Sustainable Development Goals (SDGs), the Paris Agreement on Climate Change and the Sendai Framework on Disaster Risk Reduction. By facilitating policy dialogue, technical cooperation and the exchange of best practices and lessons learned, SEDI/DSD supports OAS Member States in achieving their sustainable development goals in the following program areas: Integrated Water Resources Management (IWRM); Sustainable Energy and Climate Change Mitigation, Disaster Risk Management and Adaptation to Climate Change; Biodiversity and Sustainable Land Management; Sustainable Cities and Communities, and Environmental Law, Policy and Good Governance. SEDI/DSD draws on the experience and knowledge generated during the execution of its various interventions to guide the formulation of national and regional policies and strategies.

1.2 Integrated Water Resources Management Section (OAS Water Program)

The countries of the Western Hemisphere share over 70 major transboundary river basins and aquifers. In this context, the primary objective of the OAS Water Program is to support Member States in their efforts to improve the management, conservation, and sustainable use of both superficial and ground water resources by promoting social and economic growth in these regions. Specific actions include promotion of water governance; assistance to develop policies, laws, and regulations for integrated water resources management; building capacity in regional, national and local institutions; and supporting the exchange of information through specialized networks in water resources.

Furthermore, in partnership with institutions such as the United Nations Environment Programme (UNEP), the World Bank, the Inter-American Development Bank (IDB), the Latin American Development Bank (CAF), the Pan-American Development Foundation (PADF), the United Nations Development Program (UNDP), and the Global Environment Facility (GEF), the GS/OAS through the OAS Water Program within SEDI/DSD acts as a regional executing agency for various water resource management projects being conducted in transboundary, multi-country river basins and aquifers in the Americas.

1.3 Community Driven Development (CDD)

Community Driven Development (CDD) is a USD 13.5 million project executed through two phases by the GS/OAS and its affiliate, the Pan-American Development Foundation (PADF), with funds from the United States Agency for International Development (USAID) to help design and implement community-driven development projects that will promote longer-term local governance, capacity development, WASH, and water resilience in Haiti. In its first phase, CDD aimed to support local communities in identifying development and investment priorities by enabling them to spur job creation, improve access to public services, and better meet the needs of their populations. The goal of this phase was to enhance citizen engagement between local authorities and civil society.

CDD's second phase promotes the enhancement of water security by fostering food security and supporting farmers' livelihoods. This is achieved by implementing adaptive water management measures that mitigate the impacts of recurrent droughts and other environmental challenges, particularly in the Northeast department of Haiti.

The OAS/PADF response also aligns with the Government of Haiti's local governance priorities to increase local autonomy, capacity, access to public services, and specific water and sanitation strategies, emphasizing decentralized systems under local community management.

2. Activities, Duties and Responsibilities

The "Project Coordinator Haiti" will work within the OAS Water Program of the Department of Sustainable Development (SEDI/DSD) overseeing the development and coordination of activities with the OAS Office in Haiti and PADF. Regular reporting to the OAS Water Program and OAS National Office in Haiti will be maintained to ensure effective communication and coordination within the broader organizational framework. The focus will be on the following activities, duties, and responsibilities:

2.1. General Project Coordination

The Consultant will play a critical role in ensuring seamless coordination between PADF, OAS Office in Haiti, and SEDI/DSD throughout the life of the CDD project. The Consultant will serve to complement the

work being undertaken by OAS' counterpart for this project, PADF, and primarily focus on assisting SEDI, PADF and enhancing the work of the Chief of Party and Deputy Chief of Party in consultation with them.

The consultant will work under the supervision of the Executive Secretariat for Integral Development, the Director of the Department of Sustainable Development (DSD), the Specialist of the Water Program of the DSD, and the Special Representative of the Secretary-General in Haiti.

Primary responsibilities will include:

- Serve as a technical liaison between the OAS Office in Haiti, SEDI/DSD, USAID and PADF.
- Provide assistance in programming, budgeting, implementation, and monitoring of the CDD project that pertain to OAS.
- Represent the OAS Office in Haiti at meetings, workshops, events, and site visits.
- Conduct additional site visits to assess progress and gauge challenges (CDD project).
- Promote projects by coordinating with PADF's communication department to produce outreach materials (including articles and short videos) highlighting project successes and featuring beneficiaries.
- Manage social media related to the CDD project for the OAS Office in Haiti account and produce material that could be retweeted and/or shared on USAID and PADF social media channels.
- Provide additional support to the Office of the OAS Special Representative in Haiti, as requested.

2.2 Engaging Local Leaders and Policy Makers

The Consultant will assist SEDI/DSD and the OAS Special Representative in Haiti in engaging local leaders and policy makers regarding OAS Haiti Office objectives, including CDD. S/he will also work closely with PADF's Country Director and CDD Project Director to provide useful information on political engagement, drawing from OAS' vast network of political contacts to provide assistance when necessary.

The Consultant will also conduct political research and produce reports and analyses for the Special Representative and PADF Chief of Party that will enhance the current political engagement of the projects at all levels and support the Special Representative in other political engagement.

Responsibilities will include:

- Conduct visits to meet with local government and relevant stakeholders to provide insight to the OAS SRSG and PADF regarding project implementation at the political level.
- Assist in organizing and participating in continued meetings with the Ministère de l'Intérieur et des Collectivités Territoriales d'Haiti (MICT) and other relevant ministries regarding synergies with Haitian government activities.
- Organize and host regular events at the local office to promote OAS Haiti objectives and engage our Member States, political leaders, and other stakeholders on a variety of project-related topics (community-driven solutions; citizen participation; hygiene and sanitation; education, among others).
- Leverage OAS' vast network in Haiti and the Dominican Republic to promote dialogue and engagement between Haitian and Dominican stakeholders regarding OAS Haiti office objectives in coordination with PADF.
- Assist in coordinating with the Government of Haiti in Port-au-Prince to address any issues that could arise during project implementation.

- Fulfill any other political engagement requested by the OAS Special Representative.

2.3 Alliance Building and Outreach

The OAS National Office in Haiti has an excellent working relationship with its member state delegations in Port-au-Prince and regularly convenes meetings with their respective Heads of Mission. Several member states have already expressed interest in coordinating aid efforts and could potentially support the CDD project. As such, the Consultant will work to engage them and explore possible to increase financial support for the projects.

Primary responsibilities will include:

- Strategize with OAS Special Representative in Haiti and SEDI/DSD preparing a detailed partnership plan with clear objectives and deadlines.
- Conduct regular coordination meetings and presentations with member state representatives regarding involvement in the CDD project.
- Prepare reports for OAS Special Representative in Haiti and USAID regarding OAS member state aid priorities and interest in potential future collaborations.
- Coordinate with OAS Special Representative in Haiti and SEDI/DSD regarding development research and update CRM-style database.
- Organize events and follow up meetings with potential partners.
- Consistently engage new partners regarding project milestones and the positive impact on beneficiaries of the CDD project.
- Coordinate donor site visits to meet beneficiaries and observe programs.

2.4 Event Coordination

The Consultant will work closely with the OAS Special Representative in Haiti to host events at the OAS Office in Haiti, engaging stakeholders on a variety of issues related to the CDD project and other Haiti National Office projects and objectives. The events will aim to highlight the successes of the project and emphasize the importance of community-driven initiatives and participatory approaches to development. Furthermore, they will serve to foster necessary dialogue among Haitian stakeholders at all levels while ensuring ownership and continuity of the project. The events will also illustrate how the CDD project contributes to building healthy and democratic societies.

Primary responsibilities will include:

- Coordinate with OAS Office in Haiti administrative staff regarding venue, invitations, and other pre-event logistical preparations.
- Prepare a schedule for the event and coordinating with OAS Special Representative in Haiti and SEDI/DSD regarding panels, presentations and/or speeches.
- Meet with OAS security team to review procedures before and during the events.
- Prepare post-event reports and follow-up with participants regarding action points.

3. Requirements

- Advanced university degree (master's degree) in International Relations, Public Policy, Political Science, Social Sciences and International Development or a related field is required.

- A minimum of seven (7) years of added professional experience in Public Policy, Regional Economic Development, and topics related with integral development in Latin America and the Caribbean.
- Experience or knowledge of the OAS mandates and priorities as related to sustainable development.
- Knowledge and experience working with the OAS on the implementation of the organization's procurement and financial policies.
- Ability to present concise, clear, and precise reports, analysis and recommendations.
- Ability to effectively work using Microsoft Office (e.g. Word, Excel, PowerPoint, Outlook) and other applications such as Oracle, Visio, Access, Share Point and software applicable to the area of work.
- Proficiency in English, French and Spanish (read, write and communicate). Knowledge of Haitian Creole is a plus.
- Past experience managing USAID-funded projects is desirable.
- Past experience living and working in Haiti is desirable.
- Ability to work well independently, as well as with fellow team members, to interact with people from diverse cultural background and multitask in high-pressure environments.

4. Application

- Up-to-date CV, including three employment references.
- A letter of interest detailing qualifications for and interest in the consultancy.
- Subject to the discretion of the Department of Sustainable Development, candidates may be invited to participate in an interview.

Please send the complete application (cover letter, resume and three references) via e-mail to water@oas.org by March 6th, 2024. Please specify email subject as "(Your LastName) – ProjectCoordinatorHaiti".

The GS/OAS embraces equality, diversity, and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will consider a wide geographic representation, as well as gender equity and equality, in the selection of candidates.