



Terms of Reference (TOR)

Temporary Project Assistant – Gender Smart Facility (GSF) Project St. Vincent and the Grenadines Conservation Fund (SVGCF)

Position Title:

Project Assistant – Gender Smart Facility (GSF) Project

Duration:

August 2025 – September 2027

Reporting Line:

Reports to: SVGCF Project Officer – Mr. Audwin Andrews

Background:

The Saint Vincent and the Grenadines Conservation Fund (SVGCF), in partnership with Global Affairs Canada (GAC) through the Caribbean Biodiversity Fund (CBF) under the CORE Project, is spearheading the Gender Smart Facility (GSF) initiative. GSF targets climate change adaptation and mitigation through a gender-responsive lens. It actively engages youth (ages 15+), schools, and community stakeholders to implement nature-based solutions such as:

- Rainwater harvesting
- Climate-smart backyard farming

- Coastal and forest restoration
- Beach and community cleanups
- Disaster risk preparedness and resilience education

The GSF fosters inclusive environmental awareness, champions equity, and strengthens community resilience through innovative, locally relevant programming.

Objective of the Position:

To provide administrative, logistical, and technical support for the effective implementation of the GSF project, ensuring streamlined coordination, documentation, gender-responsive tracking, and visibility across all phases.

Key Responsibilities:

- ◆ Administrative & Logistical Support
 - Organize and maintain project documentation, including reports, minutes, and stakeholder correspondence
 - Update digital and physical filing systems, databases, and activity tracking tools
 - Support procurement procedures (quotes, forms, local vendor engagement)
- ◆ Event & Field Coordination
 - Assist in planning workshops, trainings, outreach sessions, and review meetings
 - Coordinate logistics: venues, transport, catering, materials, and accessibility arrangements
 - Participate in and support field activities and site visits as necessary
- ◆ Communications
 - Draft simple communication materials such as email updates, or project briefs to present to the SVGCF team.

- Assist with maintaining a media and document archive for project activities.
- ◆ Monitoring, Reporting & Learning
 - Assist with attendance sheets, feedback form collection, and post-activity data collation
 - Draft activity summaries, lessons learned, and updates for quarterly and donor reports
 - Contribute to gender-sensitive data collection and documentation for MEAL integration
- ◆ Other Duties
 - Undertake any other relevant assignments as directed by the Project Officer or Executive Director to support the success of the GSF initiative

Required Qualifications and Skills:

Criteria	Details
Education	Diploma or Associate Degree in Project Management, Environmental Studies, Gender Studies, Public Administration, or a related discipline
Experience	Minimum two (2) years' experience in administrative, project coordination, or development support roles
Technical Proficiency	Skilled in Microsoft Office (Word, Excel, PowerPoint) and basic data entry tools
Communication Skills	Strong written and verbal skills; able to draft concise, professional correspondence
Teamwork & Initiative	Self-motivated and able to work independently and collaboratively in diverse teams

Criteria	Details
Sectoral Experience (Asset)	Prior exposure to donor-funded, environmental, youth, or gender-focused initiatives