



MINISTRY OF FORESTRY, FISHERIES AND SUSTAINABLE DEVELOPMENT

Second Floor, West Block Building, Belmopan

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MY REF: FD/GEN/9/01/15(7)

May 15, 2015

Mr. Wiezsmann Pat  
Director  
Sustainable Development Unit  
Ministry of Forestry, Fisheries and Sustainable Development  
West Block  
Belmopan

Dear Mr. Pat,

This serves to offer you appointment to act in the post of National Project Coordinator for the implementation of the Global Environment Facility (GEF) Medium Size Project "Capacity-building for the strategic planning and management of natural resources in Belize." This project has a 3-year life which runs from October 1, 2014 to September 30, 2017.

**The terms of engagement include:**

Under full NIM arrangements, a Project Coordinator will be assigned from within MFFSD to oversee the project implementation under the guidance of the National Project Director, the Project Advisory Board and with the support of UNDP Belize. In addition to overseeing the implementation of the project's capacity development activities, the project management will carry out the monitoring and evaluation procedures per UNDP agreed policies and procedures. These include:

- Oversee the day-to-day monitoring of project implementation
- In consultation with stakeholders, recommend modifications to project management to maintain project's cost-effectiveness, timeliness, and quality project deliverables (adaptive collaborative management) to be approved by the Project Advisory Board
- Prepare all required progress and management reports, e.g., APR/PIR and project initiation report
- Support all meetings of the Project Advisory Board
- Maintain effective communication with project partners and stakeholders to dissemination project results, as well as to facilitate input from stakeholder representatives as project partners
- Support the independent terminal evaluation
- Ensure full compliance with the UNDP and GEF branding policy

The Project Coordinator will receive an Acting allowance of BZE\$1,000 per month effective January 2, 2015 and the appointment is for the duration of the project or until otherwise advised.

The Project Manager is answerable to the National Project Director who is also the Chief Executive Officer of the Ministry of Forestry, Fisheries and Sustainable Development for all assignments pertinent to the Project.

It is understood that you will continue to perform your duties as Director of the Sustainable Development Unit.

Sincerely,

ADELE CATZIM-SANCHEZ

Chief Executive Officer



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MY REF: FD/GEN/9/0215(8)

May 15, 2015

Ms. Darlene Padron  
Senior Sustainable Development Officer  
Sustainable Development Unit  
Ministry of Forestry, Fisheries and Sustainable Development  
West Block  
Belmopan

Dear Ms. Padron,

This serves to offer you appointment to act in the post of Project Assistant to support the implementation of the Global Environment Facility (GEF) Medium Size Project "Capacity-building for the strategic planning and management of natural resources in Belize." This project has a 3-year life which runs from October 1, 2014 to September 30, 2017.

**The terms of engagement include:**

Under full NIM arrangements, a Project Assistant assigned from within MFFSD to support the project implementation under the guidance of the National Project Manager

The Project Assistant will also be assigned from among the staff of MFFSD to support the Project Coordinator in the carrying out of his/her duties, which will include:

- a. Organizational and logistical issues related to project execution per UNDP guidelines and procedures
- b. Record keeping of project documents, including financial in accordance with audit requirements
- c. Ensure all logistical arrangements are carried out smoothly
- d. Assist Project Coordinator in preparation and update of project work plans in collaboration with the UNDP Country Office
- e. Facilitate timely preparation and submission of financial reports and settlement of advances, including progress reports and other substantial reports
- f. Support the monitoring and evaluation procedures per UNDP agreed policies and procedures.
- g. Report to the Project Coordinator and UNDP Programme Officer on a regular basis
- h. Identification and resolution of logistical and organizational problems, under the guidance of the Project Coordinator

The Project Assistant will receive an Acting allowance of \$500.00 per month effective January 2, 2015 and the appointment is for the duration of the project or until otherwise advised.

The Project Assistant is answerable to the National Project Manager for all assignments pertinent to the Project.

It is understood that you will continue to perform your duties as Senior Sustainable Development Officer in the Sustainable Development Unit.

Sincerely,