**CONSULTANCY OPPORTUNITY: PROJECT COORDINATOR- DOMINICAN REPUBLIC**

**Contract type:** 1**.**8 years fixed-term, full time contract.

**Responsible to:** ASSOCIATION OF HOTELS AND CONDOS PLAYA DORADA Inc./ The Ministry of Environment and its National Cleaner Production Program (NCPP) unit (El Programa Nacional de Producción Más Limpia), in association with the Ministry of Tourism.

**Based on:** Ministerio de Medio Ambiente y Recursos Naturales.

**Overview:** Project Coordinator of the Project "Transforming Tourism Value Chains in developing countries and Small Island Developing States (SIDS) to accelerate more resilient, resource efficient, low carbon development".

**ASSOCIATION OF HOTELS AND CONDOS PLAYA DORADA Inc.:**

The Association is a non-governmental, non-profit institution that manages, conserves, maintains and promotes the common areas and services of the Resort Playa Dorada. Its membership comprises tourism value chain businesses including hotels, condos, shopping center and golf club.

The Association will collaborate with the Programa Nacional de Producción Más Limpia del Ministerio de Medio Ambiente y Recursos Naturales to ensure engagement of its members and partners in Project activities.

The Dominican Republic t is the largest SIDS tourism destination in the Caribbean with over 5 million tourist arrivals annually and more than 60,000 hotel rooms or 25% of all Caribbean hotel rooms. Studies have indicated that all-inclusive hotels in the DR are potentially hugely supportive of local agricultural markets, with positive economy-wide benefits. Intermediaries play an important role in linking food producers to local markets. If we do tourism right, destinations won't just survive, they'll thrive.

**THE TRANSFORMING TOURISM VALUE CHAINS PROJECT**

The Association of Hotels and Condos Playa Dorada Inc., is collaborating with the Programa Nacional de Producción Más Limpia del Ministerio de Medio Ambiente y Recursos Naturales , the UN Environment, the Waste and Resources Action Programme (WRAP), the Technical University of Denmark (DTU), and national partners to deliver the Transforming Tourism Value Chains Project on behalf of the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety.

The project aims at reducing GHG emissions and improving resource efficiency in key tourism sector value chains with high resource use i.e. accommodation, food & beverage, and meetings, incentives, conferences and events (MICE). Transforming the sector to low carbon, resource efficient operations, requires an increase in sustainable consumption and production (SCP) practices by businesses and tourists through more coherent actions in countries. The project will help the Philippines and the Dominican Republic to: 1) establish and analyse the sector’s inventory of GHG emissions and sustainable products and services in the tourism value chains; 2) establish an integrated emissions reduction and resource efficiency action framework based on life cycle approaches, with specific indicators for mitigation/adaptation priorities; 3) build local institutional and networking capacities; 4) support national implementation and results reporting; and 5) enhance regional tourism networking, lessons and learning. Participating SIDS countries will benefit from policy recommendations for and capacity building in low carbon tourism operations.

The Environmental Ministry and the Association of Hotels and Condos Playa Dorada Inc, of the Dominican Republic are the main implementing partner for the small island developing states (SIDS) target countries, and is responsible for organising, facilitating and conducting value chain mapping and training workshops, communicating and disseminating project results and assisting the project in developing policy recommendations and action plan priorities for SIDS. In the Dominican Republic, the project will focus on the accommodation and food & beverage value chains and will also require the establishment and facilitation of a national stakeholder advisory group to encourage the wider replication of project actions.

**CONTRIBUTE TO OUR WORK**

We are currently seeking to contract a Project Coordinator to join our project implementation team. The successful candidate will be required to work closely with the Environmental Ministry and the Association of Hotels and Condos Playa Dorada Inc, of the Dominican Republic and implementation partners to deliver the project in the Dominican Republic.

**MAIN DUTIES AND RESPONSIBILITIES**

Under the supervision of the ASSOCIATION OF HOTELS AND CONDOS PLAYA DORADA, in coordination with the Cleaner Production Programme of the Environmental Ministry, The successful applicant will be responsible for the effective delivery of all project activities in:

* Developing a project implementation plan in liaison with the ASSOCIATION OF HOTELS AND CONDOS PLAYA DORADA and the Cleaner Production Programme of the Environmental Ministry.
* Identifying and engaging businesses from the accommodation and food & beverage sectors for value chain mapping and associated value chain businesses.
* Preparing, organizing and facilitating large events, workshops and training for local tourism sector stakeholders.
* Supporting businesses from the accommodation and food & beverage sectors to collect data, and using this data to conduct value chain mapping / life-cycle analysis using a methodology established by project partners.
* Engaging and liaising directly with operational staff to monitor progress.
* Setting up and facilitating the national stakeholder advisory group in Mauritius, which includes: identifying and engaging public sector tourism stakeholders in the project; setting-up and facilitating the group with appropriate governance, working procedures and guidelines; and providing logistical support for the operation of the STAG and facilitating regular on-line webinars and face-to-face meetings between participants.
* Providing the line management of the administrative support.
* Conducting a review of the policy environment and national and international sustainability commitments.
* Development and implementation of policy recommendations and action plans.
* Maintaining regular communication with all project stakeholders.
* Producing high quality progress reports for funders and project communications documents for local stakeholders.
* Collecting project monitoring and evaluation data and using this data to track progress.
* Supporting in the implementation of other project activities as required by project partners.

**PERSON SPECIFICATION**

**Essential**

**Education:** Advanced university degree in environmental sciences, project management, engineering, sustainable development, business management, economics or planning, natural sciences, or a first university degree with a relevant combination of professional and academic qualifications.

**Work Experience:** At least 5 years, of progressively responsible working experience in environmental projects/programme management, Resources efficiencies process, process control, preferably in the tourism sector.

**Languages** Fluency in oral and written English is required.

**Communication:** Excellent communication skills, written and spoken as well as ability to draft or edit a variety of written reports in English, including summaries and briefing notes. Ability to ask questions to clarify, exhibiting interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with Project implementing Team to achieve organizational goals; proactively develops partnerships with other institutions, public and private, securing effective cooperation; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others, and able to work in multi-cultural, multi-ethnicenvironment, working with transparency and building trust and confidence with colleagues and staff members

**Desirable**

* A bachelor’s degree in a relevant discipline
* Experience of working in the public sector at a middle or senior management level
* Familiarity with resource efficiency and greenhouse gas emission reductions projects
* Experience of value chain mapping and life cycle analysis or similar activity
* Existing contacts and networks of tourism stakeholders in the destination

**APPLICATION PROCESS**

Please send us your CV with a 300 word (max) covering letter, highlighting your experience and skills relevant to this vacancy and this role suits you. To: [olga.rosario@ambiente.gob.do](mailto:olga.rosario@ambiente.gob.do); [m.finke@playadora.com.do](mailto:m.finke@playadora.com.do) with the subject "Value Chain Expert¨

Closing date: Thursday 11th May at 23:00.