



Termes Of References - Papyrus S.A.
Chief of Party, USAID Haiti Resilient Environment Activity – South

Organization

Papyrus S.A. is a private firm that prides itself on its lasting results-based approach focused on connecting local and international aspirations. For more information, please visit www.papyrushaiti.com.

Position Description

Papyrus is looking for a Chief of Party (COP) for an upcoming USAID-funded project in Haiti. The multi-year USAID/Haiti Resilient Environment Activity – South will likely focus on community-led watershed and landscape management in the Pic Macaya area and include elements of income generation linked to sustainable land management, conservation and restoration of watersheds, and support of community-led natural resources management. This position will be based in Haiti and depends upon receipt of donor funding.

The COP will be responsible for leading all technical, financial, and administrative aspects of the project. The COP will coordinate with Papyrus' Haiti-based home office and USAID in developing, implementing, and revising project activities and strategies. S/he will oversee the strategic and technical path of the program and serve as link between Papyrus, USAID, and program partners and stakeholders. S/he will foster and maintain effective relationships and coordination with government, academia, private sector, civil society, NGOs, and other donors and ensure compliance with the award including timely, high-quality results.

Responsibilities

Papyrus would be the prime awardee and would manage activities in partnership with other subcontracted implementers and service providers. Primary tasks of the COP include but are not limited to the following:

- Technical and administrative leadership and oversight to the project.
- Principal liaison with USAID/Haiti.
- Oversight of and accountability for financial and administrative aspects of the project, including managing the budget.
- Supervision, support, and direction to long- and short-term staff.
- Project financial oversight and procedures; ensure compliance with established Papyrus accounting principles and USAID regulations.
- Project indicators monitoring, results evaluation, program implementation recommendations.
- Project impact and challenges analysis: adaptively project management to meet/exceed results.
- Ensure women and marginalized groups are beneficiaries of the project.
- Annual work plans, progress reports, and implementation monitoring. Quarterly reports preparation and submission to USAID showing activities results progress.

- Direct and regular interaction with USAID vis-à-vis and other stakeholders.
- Regular project field visits to assure project progress towards activity objectives and goals.
- Coordinate and communicate regularly with Papyrus home office.
- Manage relationships with complementary USAID and donor projects.
- Represent Papyrus at meetings and events as required and keep Papyrus home office informed of new opportunities in the country.

Qualifications

- Advanced degree or equivalent experience in Natural Resource Management, Agriculture, Public/Business Administration, Governance, or other relevant field of study, such as climate change adaptation)
- Minimum 10 years of managerial experience in similar types of projects; understanding of market systems dynamics a plus
- Proven leadership in the design, management, implementation, monitoring, and evaluation of similar size and complex international donor supported projects with skills in strategic planning, management, supervision, and budgeting
- Proven ability to develop and communicate a common vision among diverse public and private partners and the ability to lead multi-disciplinary teams
- Demonstrated capabilities working effectively with civil society, local, regional, and central-level government authorities and with USAID and other development partners is required
- Technical and managerial experience in Haiti and/or Latin America and the Caribbean is highly desirable
- Haitians and women are encouraged to apply.

Skills

- Technical understanding of forestry, agriculture, and climate change issues.
- Technical understanding of water security, land use planning, and climate change adaptation.
- Knowledge of USAID policies and procedures as related to project management preferred.
- Knowledge of the political, social, cultural, environmental, and development context of Haiti is strongly preferred.
- Ability to diplomatically supervise staff and coordinate programs with partners from a broad range of backgrounds and experiences.
- Ability to build coalitions and networks that can provide synergies and sustainable solutions.
- Comfortable in high-level representational role as well as interacting with beneficiaries.
- Strong communication skills, both interpersonal and written, to effectively coordinate stakeholders.
- Fluency in written and oral English and French is required. Haitian Creole is desirable.

Papyrus S.A. maintains a work environment that stimulates creativity, initiative, and open communication among staff in an informal non-bureaucratic setting. There is a premium placed on those who assume leadership, quickly overcome problems, facilitate actions, promote innovative ideas working in teams, produce results, develop positive and constructive relations with donors and facilitate project achievements. Papyrus provides a stimulating work environment and competitive compensation based on salary history.

Interested candidates should send their cover letter and resume to: application@papyrushaiti.com. Please indicate the position you are applying for in the email subject. Deadline for submission is 31 January 2022.