



Government of St. Kitts and Nevis

Ministry of Environment and Cooperatives

**Department of Environment**

**CONSULTING SERVICES**

<b>Job title:</b>	<b>IAS Communications Project Assistant</b>
<b>Fees:</b>	Fixed/ Part time/ Short term
<b>Reporting to:</b>	St. Kitts and Nevis' Invasive Alien Species Project Steering Committee and the Communications Coordinator
<b>Location:</b>	Federation of St. Kitts and Nevis
<b>Duration:</b>	Approximately 10 months: October 2021 to June 2022
<b>Job Description</b>	<b>Project Assistant (PA) 1</b> The project assistant will assist the Communications Coordinator and the Project Steering Committee (PSC) with the implementation of all activities under the contract roll out of the communication activities. This individual will be engaged in the back end organizing of communication activities, including liaising with subcontractors. The PA will also assist with social media engagement activities, documentation and recording in some cases.

### **Background**

The 36-month project "Preventing the Costs of IAS in Barbados and the OECS Countries" is funded by the Global Environment Facility (GEF) and aims to manage the risks and costs of IAS (Invasive Alien Species) on important ecosystems, species, and genetic diversity in Barbados and the OECS. It is being

implemented in seven (7) countries, namely Antigua and Barbuda, Barbados, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines. The project seeks to approach the management of IAS through participation of key stakeholders, communities, and local organizations to transition the participating countries towards the creation of practices and policies that will halt the importation and spread of invasive species, including the control of established IAS.

IAS are all species that have been introduced by people and subsequently established outside of their natural range to the detriment of, among others, biodiversity, agriculture, water resources, and human and animal health. The seven countries comprising the OECS, and Barbados, are endowed with a rich and globally unique biodiversity which is under severe and increasing threat. As such, these Caribbean islands are among the world's top diversity hotspots, characterized by both a high level of regionally unique species facing a severe degree of habitat loss and vulnerability to extinctions.

St. Kitts and Nevis, among Small Island Developing States (SIDS), is not exempt from the negative impacts of IAS. Key IAS affecting St. Kitts & Nevis include the silver leaf whitefly (*Bemisia argentifolii*), cactus moth (*Cactoblastis cactorum*), green vervet monkey (*Chlorocebus sabaues*), Indian mongoose (*Herpestes javanicus*), pink hibiscus mealybug (*Maconellicoccus hirsutus*), tropical bont tick (*Amblyomma variegatum*), yellow bells (*Tecoma stans*), lime berry (*Triphasia trifolia*), guava (*Psidium guajava*) and the Pacific lionfish (*Pterois volitans*). Among these invasive species, the green vervet monkeys (*Chlorocebus sabaues*), introduced to St. Kitts & Nevis from Africa by the French in the 17th Century, pose a serious threat to agricultural livelihoods. Since their introduction, numbers have increased exponentially, and they are rumoured to outnumber the human population of St. Kitts and Nevis, making them among the gravest challenges to crop production, and as such a priority for management.

A key aspect of change in attitudes towards IAS is promoting long term behavioural change predicated on the willingness to accept that some cultural and traditional practices may change. Where residents do not see the need to change or do not directly feel the impact of IAS, then change will be slow. Effecting a change in attitude towards monkeys for example, in St Kitts and Nevis requires bringing two ends of the spectrum of management together: environmental controls and management of livelihoods. Addressing the growing concerns of farmers over crop loss and attending to the needs of persons who make a living selling monkeys is part of the crux of the communication challenge along with balancing the needs of agriculture, tourism, and public services. Information must be imparted to adequately serve competing interests, justify the course of action, and articulate how the impacts on various social groups will be alleviated. Similarly, the change cannot be forced, but encouraged by the implementation of the right balance of training, awareness building and enforcement of relevant sanctions. **To this end, a Communications Project Assistant is being recruited to support the work of the** Communications Coordinator and the Project Steering Committee (PSC) with the implementation of all activities under the contract roll out of the communication activities.

### **Objectives of the Consultancy**

The primary purpose of the consultancy is to support the work of the IAS Communications Coordinator by developing digital tools to publicize key IAS messages. This work is part of a Communications, Education, and Public Awareness (CEPA) strategy that seeks to continuously assess data gaps and needs; effectively communicate in a language tailored to various audiences, the threats posed by IAS, and actions needed to avoid invasion, spread and control measures; disseminate information about the project, its objective and the measures being taken by the OECS countries; share lessons learned and network with key partners as well as streamline regional communication.

## Scope of Consultancy Services

The services can be delivered either by an individual or firm who will work with the Communications Coordinator, Communications Unit in the Department of Environment and in close collaboration with the Project Management Unit (PMU) to ensure that deliverables are produced in a timely manner.

### Key Duties

- Collaborate with the whole project team, contributing to the entire project lifecycle
- Organize and monitor schedules and see that deadlines are met
- Coordinate efforts within the team and with outside consultants efficiently
- Report updates verbally and in written form to Communications Coordinator
- Monitor budget and help ensure resources are keeping track of project expenditure
- Complete any necessary administrative tasks, such as research and documentation and correspondence with consultants

### Job Description

1. **Assist the Communications Coordinator** in the completion of tasks outlined for each deliverable under the contractual period
2. **Documentation:** assist with the documentation of IAS Communications activities including notes, reporting, photos and videos
3. **Rapporteur and Transcription:** Assist with the documentation of meeting notes, webinar sessions and also assist with the transcription of records from sessions
4. **Social Media:** Assist the communications activities with updates, uploads and management of social media pages in concert with subcontractors.
5. **Videography/Photography:** provide support to the subcontracted videographers and photographers by making content, storing and categorizing accordingly. Manage library of content for future use
6. **Subcontractor engagement:** provide assistance to communication coordination in following up on the deliverables and contract deadline in relation to
7. **Department Liaisons:** provide assistance with the liaisons from the

### Key Deliverables:

1. **Monthly Report:** Outlining work output, deadlines met, task completed
2. **Final Report:** Summarizing work completed over the contract duration

### Candidate Profile

#### Knowledge & Skills

#### Required

- Fluency in English, with first class written and oral communication skills

## IAS Consultancy Brief\_ Project Assistant \_ St Kitts and Nevis

- Understanding communication (traditional and social media) in St. Kitts and Nevis
- Strong relationship with stakeholders related to monkey management (i.e. individuals in agriculture, tourism, and biomedical research)

### **Education & Qualifications**

#### Required

- Training in Communications or a related field.
- Understanding of environmental science

### **Experience**

#### Required

- Strong communications skills and ability to effectively communicate cross-culturally

#### Submission

Submissions must be made to the following address or by email to [environment.cooperatives@gov.kn](mailto:environment.cooperatives@gov.kn) copied to [Eavin.Parry@gov.kn](mailto:Eavin.Parry@gov.kn) no later than the end of business day Wednesday October 13, 2021:

Ministry of Environment and Cooperatives  
2<sup>nd</sup> Floor  
Government Headquarters  
Church Street  
Basseterre,  
St. Kitts

Any request for clarification must be sent in writing, or by standard electronic communication to the address or email indicated above.