



BELIZE MARINE CONSERVATION AND CLIMATE ADAPTATION PROJECT (MCCAP)

Ministry of Forestry, Fisheries and Sustainable Development

STATEMENT OF CAPABILITY

Environmental Lab Technician

Grant No: P131408

The Government of Belize, in collaboration with the World Bank (WB) and the Adaptation Fund (AF) is implementing the project entitled “*Marine Conservation and Climate Adaptation Project*” (MCCAP). The **project development objective** is to implement priority ecosystem-based marine conservation and climate adaptation measures to strengthen the climate resilience of the Belize Barrier Reef System and its productive marine resources.

The MCCAP is being implemented by the Ministry of Forestry, Fisheries and Sustainable Development (MFFSD) through a dedicated Project Implementation Unit (PIU) housed within the Fisheries Department with Fiduciary Management by the Protect Areas Conservation Trust (PACT).

Implementation of the MCCAP will be over a five (5) year period. The project has four components:

- *Component 1: Improving the protection regime of marine and coastal ecosystems;*
- *Component 2: Support for viable and sustainable alternative livelihoods for affected users of the reef;*
- *Component 3: Raising awareness, building local capacity, and disseminating information;*
- *Component 4: Project Management*

MCCAP is seeking to recruit an Individual Consultant with the critical minimum requirements listed below:

- Minimum Associate’s degree in Biology and/or Chemistry, Environmental Science, Natural Resource Management, Water Resources or related field;
- Minimum 3 years experience with use of laboratory equipment, water quality sampling techniques and laboratory analysis;
- Knowledge of water quality standards in Belize;

The expected start date for the Consultancy is mid-January 2016. The successful candidate will be employed on a contractual basis and stationed at the Coastal Zone Management Authority and Institute, Belize City. Employment will be over the life of the project. It will be renewed annually, based upon satisfactory job performance.

MCCAP now invites individual consultants interested in undertaking the assignment to submit their Statements of Capability. In submitting their Statements of Capability, applicants should be aware that they will be assessed based on the following areas:

- (a) Qualifications
- (b) Experience of the individual relative to the particular assignment
- (c) Availability of Candidate for the proposed consultancy period.

The terms of reference for the assignments can be viewed on-line at <http://www.belize.gov.bz>, <http://www.pactbelize.org>, <http://www.coastalzonebelize.org> or can be requested from andrea@pactbelize.org.

One original and two (2) hard copies of each submission in the English language must be delivered by **3:00 pm on Friday 20th November 2015** to:

Procurement Officer
Protected Areas Conservation Trust (PACT)
#3 Mango Street
Belmopan City
Belize

The sealed envelope containing the Statement of Capability must include the name and address of the applicant and should be clearly marked "**Statement of Capability: Environmental Lab Technician**"

MCCAP shall not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by the applicant in the preparation and submission of statements.



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TERM OF REFERENCE Environmental Lab Technician

1. Scope of Work

The Environmental Lab Technician is an important member of the CZMAI Coastal Planning team, and will operate under the supervision of the Coastal Planner and in close collaboration with all relevant technical programmes. He/She will be primarily responsible for assisting with the implementation of the Water Quality Monitoring Programme under component 1.4.4 of the Marine Conservation and Climate Adaptation Project (MCCAP).

2. Duties and Responsibilities

The principal duties and responsibilities of the Environmental Lab Technician are:

Establishment of water quality monitoring sites:

- Assist with the revision of the established coastal zone management water quality monitoring sites and to expand and/or amend as required;
- Perform laboratory tests under the supervision of the Coastal Planner in order to produce reliable and precise data to monitor the implementation of the National ICZM Plan;
- Carry out routine tasks accurately and follow strict methodologies to conduct analyses;
- Prepare and organize water-sampling schedules;
- Prepare, collect and conduct analysis on samples;
- Ensure strict compliance and adherence to safety procedures and quality control/quality assurance (QC/QA) protocols;
- Provide support for the Coastal Planning programme as required; and
- Undertake any other duties consistent with the role of an Environmental Lab Technician and in support of the objectives of CZMAI.

Maintenance of laboratory and equipment:

- Aid in the maintenance and calibration of field equipment and in situ data loggers;
- Assist in the maintenance and operation of laboratory equipment; and
- Ensure the laboratory is well-stocked and resourced.

Data analysis, recording, dissemination and reporting:

- Develop and maintain a database to house all information regarding CZMAI's water quality monitoring program;
- Prepare reports based upon the data obtained during surveys;
- Record and interpret results to present to senior colleagues;
- Assist with the relaying information to the CZMAI Coastal and Marine Data Center in order to process information in Geographical Information System;
- Assist in coordinating water quality activities with other agencies involved in water quality monitoring;
- Assist with disseminating information about the water quality program to the public, stakeholders and other interested groups;
- Assist with filing and distributing reports, correspondence, data, inventories, and other water quality related records;
- Prepare monthly reports on activities to the Coastal Planner; and
- Supervise and report on the activities performed by the Boat Captain/Water Quality Assistant.

3. Qualifications and Experience

- Minimum of an Associate's degree in Biology and/or Chemistry, Environmental Science, Natural Resource Management, Water Resources or related field; and
- Experience with use of laboratory equipment, water quality sampling techniques and laboratory analysis is.

4. Knowledge, skills and abilities:

- Data analysis;
- Knowledge of water quality standards in Belize;
- Demonstrated excellence in verbal and written communication skills;
- Proficiency with computers and relevant software(i.e. Microsoft Office, Statistical software);
- Must be a quick learner and exude a profound willingness to learn;
- Excellent organizational and time management skills; and
- Team player, flexible and ability to pay attention to details.

5. Work Environment

The Environmental Lab Technician will be based at the CZMAI office in Belize City. However, when necessary, he/she will be required to work/travel in various parts of the country.

Furthermore, work will be performed outdoors as well as in the office or the lab and involves such water quality activities as sampling and performing tests of streams, rivers, lagoons and their surrounding environments.

Specific watershed areas include continuous monitoring of the Belize River watershed area and Goff's Caye. The three sampling sites are Haulover Bridge (river mouth Area), Swing Bridge (river mouth area), and Burrell Boom Bridge (upstream from Belize City). Following the success of the pilot project the study will be expanded to include other major watersheds throughout Belize.

6. DURATION OF THE CONSULTANCY

The expected start date for the Consultancy is mid-January 2016. The successful candidate will be employed on a contractual basis and stationed at the Coastal Zone Management Authority and Institute, Belize City. Employment will be over a five-year period. It will be renewed annually, based upon satisfactory job performance.

7. Salary

Salary will be based on qualification and experience.