



**IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL  
DEVELOPMENT IN SMALL ISLAND DEVELOPING STATES  
(ISLANDS) IN CABO VERDE, S.T. PRÍNCIPE AND G. BISSAU**

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**TERMS OF REFERENCE:**  
NATIONAL PROJECT ASSISTANT (NPA)  
SÃO TOMÉ and PRÍNCIPE

IST-ID

April 23/2025

## 1. BACKGROUND

The Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) programme, funded by the Global Environment Facility (GEF), seeks to address the sound management of chemicals and waste in Least Developed Countries (LDCs) and Small Island Developing States (SIDS).

This ISLANDS programme covers four (4) geographical regions including the Caribbean, Indian Ocean, Pacific Islands, Atlantic Ocean Islands and is being implemented by the United Nations Environment Programme (UNEP), The United Nations Development Programme (UNDP), The Food and Agriculture Organization of the United Nations (FAO) and the Inter-American Development Bank (IDB).

The University of Lisbon (UL/IST-ID) and Basel and Stockholm Conventions Regional Centre for French speaking countries in Africa (CRCBS-AF) are currently executing the Atlantic Child Project (GEF 10848) which involves three (3) countries: Cape Verde, Guinea Bissau, and São Tomé and Príncipe.

In this regard, the UL/IST-ID is seeking to recruit a suitably qualified and experienced individual to work with us as a **National Project Assistant (NPA) in São Tomé and Príncipe**.

## 2. DESCRIPTION OF REQUIRED SERVICES

Under the guidance of the national focal points/Chair of National Working Group, and the UL/IST-ID, and CRCBS-AF, the NPA will be required to achieve this objective through the following activities:

- Support overall execution of the ISLANDS Atlantic Child Project in the respective country, in close collaboration with the regional project team and the NWG Chairperson.

- Work closely with the NWG Chairperson to coordinate and facilitate the management of the NWG, ensuring the effective fulfilment of its roles and functions.
- Plan and implement adequate measures to ensure effective day-to-day management and coordination of ISLANDS project activities at the national level, guaranteeing the highest quality of outputs and outcomes in alignment with project workplan and budget.
- Facilitate national and regional level communication on project reports/deliverables, outputs and outcomes.
- Ensure that all national stakeholders are identified and are adequately informed of and involved in the project. Communication and stakeholder consultations were provided throughout the project period.
- Facilitate in loco the data collection for the different outputs (legislation, surveys, inventories, interviews, others). This should be done, searching in loco the data available in the country and connecting directly with the different stakeholders to obtain the data.
- Facilitate the execution of pilot activities, helping in loco with the execution (procurement and sourcing activities, implementing activities, monitoring of operations, stakeholders engagement).
- Support the organization and execution of national or regional workshops, training and inventories.
- Preparing and implementing national project meetings; and create the necessary linkages and partnerships with the relevant national and sub-national institutions in country.
- Monitor activities and track deliverables of in-country consultants, including ensuring necessary final approvals.
- Liaise with the UL/IST-ID, and CRCBS-AF, in collaboration with the NWG Chairperson, to obtain the assistance needed during project execution, including technical directives for project activities or assistance in identifying and engaging experts.

- Liaise regularly with the project team and to ensure that the decisions and recommendations of the project team are fully incorporated within the scope of the project's execution.
- Facilitate national review and endorsement of the project administrative reports.
- Report quarterly to UL/IST-ID and CRCBS-AF the progress of the work in technical terms for all outputs and the expenses. This is a short report to help fill out the quarterly reports of the executing agencies. Every semester do a more complete technical report on the contacts made, meetings and technical work performed. This is a major report in order to document the work done and the results obtained.

### **3. QUALIFICATIONS, EXPERIENCE AND SKILLS**

#### **Education**

- A university/polytechnic degree preferably in relevant disciplines, such as, Environmental Science, Environmental Engineering, Waste Management, Chemistry or Chemical Engineering, Sustainability Studies, Policy and Environmental Law, or related fields.

#### **Work Experience**

- Minimum 3 years of experience in the field of environment, waste management, pollution prevention, chemicals and waste management, working with relevant sector actors;
- Sound expertise in project management, implementation, monitoring and reporting of environmental projects. Experience with GEF projects would be an asset;
- Experience in managing stakeholder relations, ideally in an international organization or related setting;

- Knowledge of the relevant Multilateral Environmental Agreements (MEAs) such as Basel, Stockholm, Rotterdam, Minamata Conventions and practical experience with POPs, ELVs or WEEE would be an asset.

### **Language requirement**

- Excellent verbal and written communication skills in Portuguese and English. French proficiency is an advantage.

### **Functional competencies**

- Demonstrated computer skills in Microsoft Office Suite applications.
- Excellent oral and written communication skills.
- Good organizational, administrative, reporting and communication skills.
- A motivated self-starter with the ability to work independently and meet tight deadlines without compromising the quality of outputs.
- A team player with a strong interest to work in an international environment.
- Be willing to travel abroad and interact with different stakeholders at national/sub-national levels.

## **4. DURATION**

The initial appointment for the NPA is six months, with the possibility of annual extensions, never exceeding the duration of the project, which is expected to last five years.

## **5. INSTITUTIONAL ARRANGEMENTS**

The NPA will be directly supervised by the UL/IST-ID in conjunction with the CRCBS-AF. The NPA will be responsible for ensuring the link between the Chair of the National Working Group (NWG) and the project team.

## 6. APPLICATION PROCEDURES

Applicants should submit in pdf format the following documents:

- Curriculum Vitae (English)
- Copies of relevant degree certificates (Portuguese, English or French)
- Motivation letter (English)
- Please nominate up to two people to provide references about you and send their name, workplace, position, email, and phone contact. (English or Portuguese)

The applicant will be notified by email of the acceptance of the application for evaluation.

**Applications must be submitted until May 15, 2025, 23h59 to: e-mail: [info@islandsatlantic.tecnico.ulisboa.pt](mailto:info@islandsatlantic.tecnico.ulisboa.pt).**

## 7. MODE OF WORK AND DURY STATION

The NPA will be based at the government office supporting the execution of the project and work closely with the NWG chairperson. Travel between project countries and between Islands may be required.

A substantial part of the project work will be carried out in the country. The NPA will be responsible for covering all expenses when meetings and other activities take place less than 50 km from their workplace. Only travel over longer distances will be covered by UL/IST-ID, and only when pre-approved.

The person should give careful consideration to utilizing national resources for data collection, taking advantage of digital communication tools, and leveraging remote collaboration platforms to efficiently accomplish project objectives.

## NOTES:

<i>Submission</i>
<ul style="list-style-type: none"> <li>i. When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol: <b>Document code_LastNameFirstName_DocumentTitle</b></li> <li>ii. The application documents must be submitted in PDF file format unless otherwise stated.</li> <li>iii. Application documents shall remain the property of the <i>UL/IST-ID</i>.</li> <li>iv. The successful applicant will be notified in writing of the award of the contract.</li> </ul>
<i>Obligations</i>
<ul style="list-style-type: none"> <li>i. The <i>UL/IST-ID</i> reserves the right to accept or reject any application, and to cancel the recruitment process and reject all applications, at any time before the award of the Contract, without thereby incurring any liability to the affected applicants.</li> <li>ii. The successful applicant is required to include GPS coordinates of activity sites in their reports.</li> <li>iii. The NPA may be required to provide requisite support on additional related activities within the Chemicals &amp; Waste Management portfolio for <b>São Tomé and Príncipe</b>.</li> </ul>
<i>Gender Sensitivity</i>
<ul style="list-style-type: none"> <li>i. The ISLANDS Programme encourages that all projects, staff, consultants, and all activities, engage in a working environment that embraces equality, eradicates bias, and is inclusive.</li> <li>ii. The ISLANDS Programme is seeking to enable equal opportunity for applicants to overcome structural biases in recruitment and selection. ISLANDS does not discriminate in its recruitment practices, welcoming applications from all qualified people. We strongly encourage applicants of diverse and marginalized backgrounds, especially race or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.</li> </ul>

### *Conduct and Disabilities*

- i. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.
- ii. The successful applicant will be expected to uphold professional conduct throughout the contracted period. Any misconduct, including unprofessional behaviour, will result in mutual termination of the agreement.
- iii. The NPA is expected to conduct professional communication and interaction with the National Working Group representatives, *IST-ID* representatives, and project stakeholders, at all times.