

**REQUEST FOR EXPRESSIONS OF INTEREST  
CONSULTING SERVICES– INDIVIDUAL CONSULTANTS SELECTION  
Human Development Service Delivery Project (P154253)**

**Saint Vincent and the Grenadines**

IDA Credit No.: 6060-VC

Assignment Title: Project Coordinator

Reference No. SVG-HDSD-CS-INDV-37

Saint Vincent and the Grenadines (GoSVG) has received financing from the World Bank toward the cost of the Human Development Service Delivery Project (HSDSP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) is for the position of Project Coordinator, a contracted full-time assignment. Work will be performed on site at the office of the PSIPMU located in Saint Vincent. The Project Coordinator shall be responsible for the day to day management, coordination and implementation of the HSDSP

The Project Coordinator will work closely with participating ministries within the GoSVG, and with the World Bank project team. The Project Coordinator will organize and plan project implementation activities and will manage project staff efforts in project development and planning, preparation, and execution. The Project Coordinator shall also be responsible for ensuring project activities are conducted in accordance with GoSVG and World Bank requirements.

Specifically, the Project Coordinator will be required to:

- Plan and manage HSDSP operations and develop strategic plans for project implementation, including the preparation and updating of the project implementation plan;
- Advise and regularly report to the Director of Economic Planning on HSDSP project implementation activities, programme plans and recommend project implementation strategies;
- Supervise and manage activities within the HSDSP project team in coordination with the Ministries of Economic Planning etc., (including Statistical Office and Department of Labour), Education etc. and National Mobilization etc.;
- Ensure timely reporting and preparation of project documentation as needed, particularly with respect to World Bank’s project reporting requirements and requests for ‘no objection’;
- Manage and direct HSDSP project team efforts and workload allocation with respect to procurement, execution and supervision of all project activities;
- Liaise and coordinate with the World Bank’s project team on all technical and administrative aspects of the Project;
- Coordinate World Bank’s project supervision missions including responses to aide memoires;
- Prepare monitoring reports including quarterly monitoring reports for submission to the GOSVG and World Bank;
- Prepare the Annual Project Work Plan;

- Lead preparation of the Project Completion Report on outcomes, challenges and results;
- Convene Steering Committee and project team meetings, and ensure that minutes of these meetings are recorded and disseminated to members;
- Review and update the Project Operations Manual (OM) annually in coordination with the PSIPMU staff and participating ministries and agencies;
- Ensure that project activities are carried out in accordance with the Project Operations Manual (OM); and
- Perform other related duties as assigned by the Director of Economic Planning.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: <http://www.gov.vc/images/VacanciesAndNotices/TOR-Project-Coordinator-HSDSP.pdf>.

The Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (Description of similar assignments, experience in similar conditions, etc. via Curriculum Vitae). The minimum requirements are as follows:

- A master’s degree in Economics, Development Studies, Project Management, Social Policy or related discipline;
- At least eight (8) years relevant professional experience, of which at least three (3) years’ must be working closely with regional and international development agencies such as the Caribbean Development Bank, World Bank, the European Union, and UN Agencies;
- Demonstrated cross-sectoral capabilities and in particular sound knowledge of the social protection and education sectors;
- Strong leadership and convening power, with excellent planning, communication, interpersonal and organizational skills;
- Ability to establish and maintain strong, collaborative working relationships with multiple agencies;
- Proven relevant working experience with the Government of Saint Vincent and the Grenadines or within the wider OECS would be an asset; and
- A good understanding of socio-economic data processes and analyses would be an asset.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

An Individual Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 9:00am to 3:30pm.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **September 29<sup>th</sup>, 2017**.

Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour  
First Floor, Administrative Centre

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