

1. Terms of Reference

PROJECT COORDINATOR

1. Background

St. Vincent and the Grenadines is a multi-island country comprising of thirty-two islands and Cays. Mainland St. Vincent has amazing towering mountains, volcanic black sand beaches, lush vegetation and spectacular sceneries. The Grenadines on the other hand is renowned for the most beautiful marine life in the Caribbean, crystal clear waters and exquisite coral sand beaches. Therefore, unlike most destination St. Vincent and the Grenadines tourism product is very diverse.

The country has a population of approximately 110,000 and a small economy that consists of small and micro-enterprise and is vulnerable to external competition across the productive sectors of Tourism and related enterprises, Financial Services, Agriculture and Fisheries, Industry etc. Manufacturing and Offshore Financial Services and Construction are small but growing sectors. Tourism has emerged as an important engine for economic growth in St. Vincent and the Grenadines having now dominate as a leading sector for socio-economic development of the country. According to the ICT Trade data, services have shown (in value terms) steady growth, dominated by Travel and Tourism (87%).

The government has provided the framework for a good investment climate, improvement in ICT initiatives and moreover; improved air access to the destination through a jet port in Canouan and the operation of an international airport at Argyle from February, 2017.

In order to enhance the competitiveness of the tourism sector and increase tourism revenue, the Government of St. Vincent and the Grenadines has received a US\$5.0 million loan from the International Development Association (IDA) of the World Bank to implement the OECS Regional Tourism Project (RTCP).

The project will focus on priority areas that are both feasible and attainable, and which at the same time, complement tourism programmes which are already underway. Given the focus of

the project, timeframe for implementation and budgetary constraint, some relevant areas are only partially covered. These include: improving regional air travel competition, access to finance and building skills in the tourism and associated sectors. Other areas such as maritime management and sustainability; agro-tourism linkages; public private dialogue mechanisms and; tourism marketing intelligence data collection and analysis, are currently addressed by parallel WBG projects and will complement this project.

2. **Objective**

The project development objectives are to (i) facilitate the movement of tourists within the region using ferries; (ii) improve selected touristic sites; and (iii) strengthen implementation capacity for regional tourism market development.

3. **General Requirements**

The objective of this assignment is to provide overall and day-to-day management of the activities supported under the OECS Regional Tourism Competitiveness Project, under the supervision of the Permanent Secretary, Ministry of Tourism, Civil Aviation, Sustainable Development and Culture. The Project Coordinator will be the main operational link between the project and the World Bank, the Public Sector Implementation and Project Monitoring Unit (PSIPMU) within the Ministry of Finance, Economic and Information Technology and all the other governmental line Ministries and Agencies.

4. **Scope of services**

The Project Coordinator will be required to provide a range of services and deliverables. More specifically, these comprise the following areas of responsibility and specific tasks:

1. Plan and manage RTCP operations and develop strategic plans for successful project implementation;
2. Organize and manage RTCP office operations, staff efforts and workload allocation;
3. Advise and regularly report to the Director of Planning on RTCP project implementation activities, programme plans and recommend project implementation strategies;

4. Supervise and manage activities within the RTCP project team in coordination with the other units within the Ministry of Finance and Economic Planning etc., the Ministry of Tourism, Sports and Culture, the Ministry of National Security, Air and Sea port Development and other tourism sector stakeholders to ensure timely reporting and preparation of project documentation as needed particularly with respect to Bank project reporting requirements and requests for World Bank's 'no objection';
5. Manage and direct RTCP project team efforts with respect to procurement, financial management, monitoring and supervision of all project activities.
6. Manage and direct RTCP project team activities and coordinate line ministry support required for efforts in the procurement of works including related studies, design, planning and construction implementation of all construction contracts;
7. Engage and coordinate appropriate line ministry and stakeholder support as needed to advance project objectives.
8. Liaise and coordinate with the World Bank's project team on all technical and administrative aspects of the Project
9. Coordinate World Bank's project supervision missions including responses to aide memoires;
10. Prepare project performance reports including monthly and quarterly progress reports for submission to the World Bank.
11. Perform any other related duties as assigned by the Director of Economic Planning

5. **Duration**

It is expected that the consultancy will last a period of two (2) calendar years, subject to renewal based on satisfactory performance.

6. **Inputs**

The client will provide to the consultant the Project Appraisal Document, Legal Agreement, Project Operating Manual, and any law pertaining to this project in draft or approved that would need to be complied with in order to implement the various components of this Project. The names of the contacts of each implementation unit from other participating countries, names and contact information of people assigned at the line ministries and agencies who would be responsible for the technical aspects of the implementation of the Project.

7. **Outputs and Deliverables**

- i. Monthly status reports on the indicators, ongoing contracts and the level of implementation of activities that already have been contracted.
- ii. Quarterly status reporting, including Unaudited Interim Financial Reports.
- iii. Disbursement projections with input from Financial Management and Procurement Specialist.

8. **Requirements**

Technical experience:

- At least 5 years of relevant professional experience for a candidate with a Master's degree in Project Management / Tourism or a related discipline, or a bachelor's degree in Project Management / Tourism, or a related discipline, with 10 years of experience.

Relevant professional experience includes:

- i) tourism sector development, planning, and/or policy implementation;
 - ii) strategy development and implementation at the country or regional level;
 - iii) advising or working directly with the private sector in tourism development investments; and
 - iv) support for tourism-linked public sector investments at the national and/or regional level.
- Ability to spearhead result-oriented work on a daily basis with respect to the project
 - Knowledge of the Tourism industry performance and trends, locally, regionally and internationally.