

**REGIONAL DISASTER VULNERABILITY REDUCTION PROJECT**  
**Terms of Reference**  
**Contract Management Assistant**  
**SVGRDVRP-C-IC-39a**

**Background**

The Government of Saint Vincent & the Grenadines has received funding from the International Development Association (the World Bank) towards the Regional Disaster Vulnerability Reduction Project (RDVRP), which is being implemented by the Ministry of Finance, Economic Planning, Sustainable Development and Information Technology (MFEP).

To support activities financed under the project, the Government of SVG wishes to engage the services of a Contract Management Assistant (Consultant) who will be required to assist with the administrative and monitoring procedures for the associated works, services and goods contracts.

The Consultant will work closely with the project team, and other ministries and agencies involved in the implementation and coordination of different project components. The Consultant will assist with the preparation of periodic reports on project status.

**Scope**

The position of Contract Management Assistant is a contracted fulltime position. The Consultant will assist the project team in all contract management related matters for the various components of the RDVRP.

**Tasks**

The Consultant will be required to:

1. Assist with the implementation of administrative, procurement and monitoring procedures for effective supervision of works.
2. Assist with the communication with consultants/contractors/suppliers on all technical aspects of the project.
3. Attend regular site/progress meetings. Assist with the preparation of minutes in the absence of a Supervising Consultant.
4. Attend regular RDVRP management meetings.
5. Participate in local World Bank missions.
6. Assist with the preparation of project monitoring reports.
7. Attend relevant workshops
8. Respond to other requests regarding the implementation of the portfolio of projects within the MFEP, as required.

**Reporting**

The Consultant will report to the Project Coordinator within the MFEP.

**Minimum Requirements**

- A Bachelors degree in management, law, civil engineering, architecture, or related field.
- Experience with Microsoft Project (or similar software), donor programs, and standard contracts used by multilateral or bilateral donors (e.g. World Bank, Caribbean Development Bank, European Union, etc.) would be considered an advantage.

**Contract Duration**

The duration of this consultancy is twenty-four (24) months.

**Remuneration**

Remuneration will be commensurate with qualifications and experience.