

**11th EDF A Envelope
Technical Cooperation Facility and
Support Services to the National Authorising Officer**

TERMS OF REFERENCE

Project Officer

The Government of Saint Vincent and the Grenadines has received financing from the European Union (EU) for two actions: (1) Technical Cooperation Facility (TCF) and (2) Services to Support the Office of the National Authorising Officer (NAOSU).

Programme Purpose

The NAOSU component will support the operations of, and improve the institutional capacity with the office of the NAO for the efficient planning, implementation and monitoring of development projects and programmes financed by the EU. Activities will also be undertaken to improve awareness among key actors on development issues.

The TCF component will provide technical assistance to the transport sector in all activities not covered by the implementing partner, Caribbean Development Bank (CDB) The TCF component will also provide short and long-term technical assistance, training, policy advice and studies as needed in the programming, preparation and implementation of actions.

Scope of Service Required

The Duties and Responsibilities of the Project Officer will include:

- (i) Assist the Programme Coordinator with the formulation, approval and implementation of respective Programme Estimates (PE).
- (ii) Liaise with appropriate personnel comprising the Public Sector Investment Programme Management Unit (PSIPMU) operational structure for relevant guidance on programme management, policy and implementation.
- (iii) Assist the Programme Coordinator with establishing relevant linkages with appropriate national, regional and European Commission level agencies, programmes and personnel.
- (iv) Assist the Programme Coordinator with the organisation, management and reporting for the Project Steering Committee
- (v) Assist the Programme Coordinator with all relevant reporting obligations pursuant to the rules and procedures set out in the EU's practical guide to procedures for programme estimates;

- (vi) Assist the Programme Coordinator with facilitating evaluations, external missions, and external audits by the European Commission, and with analyzing and implementing relevant conclusions and recommendations.
- (vii) Jointly with the PSIPMU Procurement Officer, plan, coordinate, monitor and carryout procurement processes and activities to ensure time and successful delivery of project activities.
- (viii) Assists the PSIPMU Procurement Officer, management of the results of procurement procedures and preparation of contracts, including checks on invoices and related technical documentation.
- (ix) Assist the Programme Coordinator in conducting and coordinating necessary consultations, site visits and training for the success of specific activities and expected results.
- (x) Jointly with the staff of the PSIPMU, develop and implement administrative and monitoring procedures for effective supervision of suppliers, contractors and consultants, including technical, financial and other aspects. (Follow up with implementing partners and contractors for progress reports and submission of reports).
- (xi) Assist the Programme Coordinator in coordinating and monitoring of project activities and budgets.
- (xii) The Project Officer may be required, from time to time, to fulfil duties/responsibilities as directed by the Project Coordinator, and may be required to undertake any such other duties as may be required in support of the implementation of the project.

Functional Relationship and Reporting

- (i) The Director of Economic Planning

Professional Requirements

The Project Officer must fulfill the following conditions and have the following qualifications and experience:

Qualification and Skills

- University degree
- Fluency in both written and spoken English
- Good communication skills
- Computer literacy

General Professional Experience

- Minimum 5 years of general professional experience after the University degree

Specific Professional Experience

- Minimum 3 years of experience in programme/projects funded by the EU or other donors
- Experience in project monitoring

Duration of the Contract

The execution period for the project's operational implementation phase is fixed at forty-eight (48) months with a subsequent closure phase of twenty-four (24) months.

The duration of the Project Officer's contract is for a period of ten (10) months and nine (9) days, commencing on 1st June, 2021 and ending on 9th April, 2022, subject to relevant terms and conditions, and with an option for renewal to the end of the project, subject to satisfactory performance.