

***SAINT VINCENT AND THE GRENADINES REGIONAL TOURISM COMPETITIVENESS
PROJECT***

**Terms of Reference
Project Coordinator**

1. Background

In order to enhance the competitiveness of the tourism sector, and increase tourism revenue, 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 in the Ministry of Tourism. The Project Manager 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 Economic Planning, Sustainable Development, Industry, Information and Labor and all the other governmental line Ministries and Agencies.

4. Scope of services

The Project Manager will be required to provide the PSIPMU with a range of services and deliverables. More specifically this comprises the following areas of responsibility and specific tasks:

1. Provide guidance to the Ministry of Tourism and/or other relevant staff on the implementation of the Project, to ensure the successful and effective attainment of the Project Development Objective and Key Performance Indicators established for the Project;
2. Ensure Implementing Agencies' conformity with the tenets of the Project Operations Manual;
3. Provide ongoing operational advice to the head of the PSIPMU and the Permanent Secretary of the Ministry of Tourism to facilitate meetings with the relevant Ministers, and to participate at such meetings, when needed;
4. Provide representation at the national and regional steering committee meetings and prepare documentation for those meetings
5. Prepare quarterly progress reports for project management and to relevant bodies, in accordance with approved reporting format and timing
6. co-ordinate Project missions, stakeholder meetings/ site visits and consultations ;
7. Lead the preparation of Annual Project Work Plans and Strategy, , End-of-Year Performance Report and associated Performance Frameworks for the various activities of the Project;
8. Lead preparation of End-of-Assignment Report on outcomes, challenges and results against assignment project work plan;
9. Monitor the implementation of Project Work Plans by line Ministries and Agencies
10. Review and advise on project work plans and cash flow projections;
11. Facilitate and ensure the timely procurement and delivery of various inputs and technical equipment in collaboration with the Procurement Specialist and Implementation Agencies in accordance with SVG Purchase and Tenders and Procedures.
12. Monitoring of all project-reporting requirements – including financial and procurement reports – to ensure timely preparation, review and distribution;
13. Coordinate and monitoring of all regional contracting, coordinate with other PSIPMUs on such matters to ensure timeliness;
14. End of assignment report sign off (signing off the output of the consultants once work is completed, in order to process payment)

15. Collaborate with financial administration, including the preparation of financial statements, budgets and forecasts;

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

In addition to the Project Appraisal Document, legal agreement, manual of operations, any law pertaining to this project in draft or approved that would need to be complied with to implement the various components of this Project, to perform his/her job. The names of the contacts of each implementation unit from other countries, names and contact info of steering committee members (country level and regional), names and contact info of people assigned at the Line Ministries and Agencies who would be responsible for the technical aspects of the implementation of the Project, internal procedures to be followed to get clearances internally.

7. Outputs and Deliverables

- i. Monthly informal reports on the indicators, ongoing contracts and the level of implementation of activities that already have been contracted (the format of the report to be finalized).
- ii. Quarterly formal reporting, including IFRs.
- iii. Disbursement Projections with input from financial management and procurement specialist.

8. Requirements

Technical experience:

- a. At least 5 years of relevant professional experience for a candidate with a Master's degree in Project Management / Hospitality or a related discipline , or, if no Master's degree, then minimum of a bachelor's degree in Tourism, or a related discipline, with 8 years of experience. Relevant professional experience includes:

- i. tourism sector development, planning, and/or policy implementation
 - ii. strategy development and implementation at the regional, country or sub-national level
 - iii. advising or working directly with the private sector in tourism development and/or investments; and
 - iv. support for tourism-linked public sector investments at the national or sub-national level.
- b. The candidate must show evidence of having established leadership skills ensuring the team stays organized and focused, and actively seeks and considers diverse ideas and approaches, assesses risk, considers impact and articulates benefits of decisions for internal and external stakeholders Experience in coordinating implementation.
- c. Experience in SIDS/ Caribbean and working with Multi-lateral donor agencies