GOVERNMENT OF SAINT VINCENT AND THE GRENADINES

Caribbean Regional Communication Infrastructure Program
Terms of Reference
PROJECT MANAGER
Implementation of Saint Vincent and the Grenadines Broadband Network
Reference No: SVG CARCIP-C-IC-10

1. BACKGROUND

The Government of Saint Vincent and the Grenadines (GoSVG) has received funding from the World Bank towards the Caribbean Regional Communications Infrastructure Program (CARCIP). The project is being implemented by the Economic Planning and Sustainable Development Division (EPSDD) in the Ministry of Finance, Economic Planning, Sustainable Development and Information Technology. The overall objective of the Project is to increase access to regional broadband networks and advance the development of an ICT-enabled services industry in the Caribbean Region.

Component one of the CARCIP aims at eliminating gaps which currently exist in the regional broadband communications infrastructure by investing in the local and regional communications infrastructure. It has been recognized that a modern and vibrant Information and Communications Technology (ICT) sector should be a catalyst for growth, bringing opportunities for employment creation, more efficient and transparent government, innovation and entrepreneurship. Therefore, it is envisioned that these investments in ICT will be leveraged by the Government as a pillar of its national development strategy and allow increases access to quality and affordable information and communication technology services.

To this end, the Government has signed a contract for the provision, maintenance and operation of a Government-wide area network (GWAN), an internet protocol PBX, and the installation, maintenance and operation of an undersea cable system for Grenada and Saint Vincent and the Grenadines. The GoSVG therefore seeks to engage the services of a suitably-qualified individual to coordinate the implementation of the national broadband network activities.

2. OBJECTIVE

The overall objective of the assignment is to plan and effectively coordinate the activities during the broadband network build out and to manage risk towards a successful implementation of the project within the set scope and time.

3. SCOPE OF ASSIGNMENT

The Project Manager will coordinate with the respective ministries and agencies to ensure that all required information, policies, resources (people, equipment), facilities and permissions are provided to meet the government's contractual responsibilities and to support successful project delivery and transition to operations by the service provider.

The Project Manager will work closely with the service provider's CARCIP team and other members of the Government's project team.

The Project Manager will be required to:

- Develop a project implementation plan including task-based schedules, cost forecasts, status, etc.
- Develop integrated baseline project plans (integrated with the service provider's programme plan)
- Coordinate activities related to environmental and social safeguards
- Provide regular updates on its implementation by capturing and tracking programme metrics and performing analyses.
- Manage the Government's activities on the project implementation plan including:
  - Managing the Change Control sign off activities
  - Acceptance testing for all relevant components of the system
  - Recommending solutions to project issues based on understanding of business issues.
- Manage project scope by assessing requirements changes, determining and conveying impact on budget, time and risk.
- Provide guidance and assist in assessing risk-based provisions.
- Manage the government's expectations, anticipate operational and tactical risks and track them to closure.
- Clarify, identify, and track requirements and issues, remove barriers to the delivery schedule by resolving minor project issues and escalating major issues on a timely basis for quick resolution.
- Manage project closure initiatives, document project activities, deliverables, and findings for future reference.
- Receive and review the fiber build Handover Packages.

4. QUALIFICATIONS, EXPERIENCE & COMPETENCIES

The minimum requirements are as follows:

- A Master's degree with at least five (5) years' experience in managing IT infrastructure projects, specifically broadband networks or a Post graduate diploma in Project Management with at least eight (8) years' experience managing IT infrastructure projects, specifically broadband networks.
- At least eight (8) years' experience managing IT infrastructure projects, specifically broadband networks.
- Experience with multilateral development agencies such as the World Bank would be an asset.
- Proficiency in the English language

Experience:

- Ability to develop project plans.
- Ability to identify issues and problems, generate solutions and choose appropriate alternatives using basic root cause analysis
- Advanced proficiency in MS Office applications including MS Project and/or Visio.

Other Competencies:

- Highly organized with good time management skills.
- Customer service orientation, and strong interpersonal skills.
- Analytical thinker with creative problem solving skills and attention to detail.

5. REPORTING REQUIREMENTS

The Project Manager will report to Director of Economic Planning for the CARCIP. The Consultant will submit to the Director of Economic Planning four (4) hard bound copies and an electronic copy in MS word format all scheduled reports. Reports will be reviewed by the EPSDD, Director General of Finance and Planning, and the World Bank. Reports are as follows:

- Monthly progress reports
- Quarterly reports
- Other reports as required

6. CONTRACT DURATION

The contract will be for approximately sixteen (16) months