

GOVERNMENT OF ST. VINCENT AND THE GRENADINES

Human Development Service Delivery Project (HSDSP)

Terms of Reference PROJECT COORDINATOR SVG-HSDS-CS-INDV-37

Background

Saint Vincent and the Grenadines, (SVG) with the support of the International Development Association (The World Bank) is implementing the OECS Human Development Service Delivery Project. To support activities under this project, the Government of SVG (GoSVG) wishes to engage the services of a Project Coordinator. The Project Coordinator will be assigned to the Public Sector Investment Programme Management Unit (PSIPMU) of the Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour. The Project Coordinator will be responsible for the management and implementation of the project and will report directly to the Director Planning.

Scope

The position of Project Coordinator is a contracted full-time staff position. Work will be performed on site at the office of the PSIPMU located in Saint Vincent. The Project Coordinator shall be responsible for the day to day management, coordination and implementation of the HSDSP. The Project Coordinator will work closely with participating ministries within the GoSVG, and with the World Bank project team. The Project Coordinator will organize and plan project implementation activities and will manage project staff efforts in project development and planning, preparation, and execution. The Project Coordinator shall also be responsible for ensuring project activities are conducted in accordance with GoSVG and World Bank requirements.

Duties and responsibilities

The Project Coordinator will be responsible for the successful implementation of the HSDSP, and will collaborate with the participating ministries and departments to advance project objectives. With support from the PSIPMU project staff, the Focal Points and project staff within the Ministries of Education etc and National Mobilization etc., the Project Coordinator will manage and monitor all aspects of the implementation of the Project. Specifically, the Project Coordinator will be required to:

1. Plan and manage HSDSP operations and develop strategic plans for project implementation, including the preparation and updating of the project implementation plan;
2. Advise and regularly report to the Director of Economic Planning on HSDSP project implementation activities, programme plans and recommend project implementation strategies;

3. Supervise and manage activities within the HSDP project team in coordination with the Ministries of Economic Planning etc, (including Statistical Office and Department of Labour), Education etc. and National Mobilization etc;
4. Ensure timely reporting and preparation of project documentation as needed, particularly with respect to World Bank's project reporting requirements and requests for 'no objection';
5. Manage and direct HSDP project team efforts and workload allocation with respect to procurement, execution and supervision of all project activities;
6. Liaise and coordinate with the World Bank's project team on all technical and administrative aspects of the Project;
7. Coordinate World Bank's project supervision missions including responses to aide memoires;
8. Prepare monitoring reports including quarterly monitoring reports for submission to the GOSVG and World Bank;
9. Prepare the Annual Project Work Plan;
10. Lead preparation of the Project Completion Report on outcomes, challenges and results;
11. Convene Steering Committee and project team meetings, and ensure that minutes of these meetings are recorded and disseminated to members;
12. Review and update the Project Operations Manual (OM) annually in coordination with the PSIPMU staff and participating ministries and agencies;
13. Ensure that project activities are carried out in accordance with the Project Operations Manual (OM); and
14. Perform other related duties as assigned by the Director of Economic Planning.

Qualification & Experience

The minimum requirements are as follows:

- a) A master's degree in Economics, Development Studies, Project Management, Social Policy or related discipline;
- b) At least eight (8) years relevant professional experience, of which at least three (3) years' must be working closely with regional and international development agencies such as the Caribbean Development Bank, World Bank, the European Union, and UN Agencies;

- c) Demonstrated cross-sectoral capabilities and in particular sound knowledge of the social protection and education sectors;
- d) Strong leadership and convening power, with excellent planning, communication, interpersonal and organizational skills;
- e) Ability to establish and maintain strong, collaborative working relationships with multiple agencies;
- f) Proven relevant working experience with the Government of Saint Vincent and the Grenadines or within the wider OECS would be an asset; and
- g) A good understanding of socio-economic data processes and analyses would be an asset.

Contract Duration

This contract will be for two years in the first instance, renewable annually subject to satisfactory performance.

Remuneration

Remuneration will be commensurate with qualifications and experience.

Deliverables

- i. Monthly progress reports including reports on the indicators, ongoing contracts and the level of implementation of activities that already have been contracted;
- ii. Minutes of project team meetings (held monthly) and steering committee meetings (held twice a year at a minimum);
- iii. Quarterly formal reporting, including project performance/progress report and Interim Financial Reports;
- iv. A comprehensive project implementation plan (updated quarterly) detailing activities, timelines and budgets;
- v. Disbursement projections with input from financial management and procurement specialists;
- vi. Annual Work Plans; and
- vii. Updated Project Operations Manual