

SAINT VINCENT AND THE GRENADINES

TERMS OF REFERENCE **PROJECT COORDINATOR FOR VULNERABLE POPULATIONS AFFECTED BY** **CORONAVIRUS PROJECT**

SUMMARY

The Project Coordinator will support the Public Sector Investment Programme Management Unit (PSIPMU) in Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology in the implementation of the Health Sector COVID-19 Response Project and the Safety Net for Vulnerable Populations Affected by Coronavirus Project, hereinafter referred to as the COVID-19 Response Programme. The Project Coordinator will be responsible for the day-to-day management, coordination and implementation of the COVID-19 Response Programme.

The Project Coordinator will work closely with the participating ministries and agencies within the Government of St. Vincent and the Grenadines (GoSVG), and the Caribbean Development Bank (CDB) project team. The Project Coordinator will organise and plan project implementation activities and will manage project staff efforts with respect to contracting, financial management, safeguards, contract supervision, reporting and all other aspects of the COVID-19 Response Programme. He/She will also be responsible for ensuring project activities are conducted in accordance with GoSVG and CDB requirements.

DUTIES AND RESPONSIBILITIES

The Project Coordinator will be supported by the COVID-19 Response Programme staff and will be required to coordinate and monitor all aspects of the implementation of the programme. Specifically, the Project Coordinator will be required to:

1. Facilitate project coordination, collaboration and processing of all activities under the project, monitoring the progress of components, and ensuring that end-of-activity reports are submitted and commented on in a timely manner.
2. Liaise with Ministry of Finance, Economic Planning and Information Technology (MOF), National Insurance Service (NIS), and Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth (MONM). Ministry of Health, Wellness and the Environment (MOH) and the Ministry of Education, National Reconciliation, Ecclesiastical Affairs and Information (MOE) on fiduciary aspects, overseeing the work of the participating ministries/agencies and coordinate the support/input required for the procurement of goods, works and services.
3. Prepare monthly reports to MOF and prepare and submit to CDB claims for disbursement or reimbursement.
4. Manage project implementation as per the schedule and liaise with the participating ministries/agencies and CDB on all aspects of the programme.

5. Develop Master Project Plan for all project activities.
6. Monitor, evaluate, and schedule project work plan activities and supervise the staff.
7. Coordinate engagement with key stakeholders and develop, implement, and monitor the Project's Stakeholder Participation Plan, inclusive of clearly defined communication strategies.
8. Ensure gender considerations are mainstreamed appropriately during project implementation.
9. Responsible for ensuring that activities in the Gender Action Plan are given attention and are implemented in a timely fashion.
10. Serve as Secretary to Project Steering Committee (PSC).
11. Undertake any other duties that may be required.

QUALIFICATIONS AND EXPERIENCE

Prospective candidates should have:

Education: At a minimum, a Master's Degree in any of the following: Project Management, Business Administration, Economics, Development Studies, or related field.

Experience:

1. At least two (2) years relevant professional experience, including experience in managing programs with regional and international development agencies such as the Caribbean Development Bank, Inter-American Development Bank, World Bank, the European Union, and UN Agencies.
2. Experience with multidisciplinary programs and projects.
3. A wide range of experience in building good working relationships with a variety of stakeholders.
4. Experience with procurement concepts and principles - would be an asset.

Competencies

- a) Demonstrated effective planning and organisational skills and ability to handle work in an efficient and timely manner.
- b) Proven experience and technical ability to manage projects, particularly social protection and health.
- c) Demonstrated ability to develop and maintain effective work relationships with stakeholders.
- d) Ability to work independently and to maintain flexibility in working hours.
- e) Strong spoken and written communication skills and fluency in the English language.
- f) Proven influencing and collaboration skills.

The Consultant must be a citizen of a CDB member country or a permanent resident of a member country.