

SAINT VINCENT AND THE GRENADINES
Volcano Eruption Emergency Project

Terms of Reference
PROJECT COORDINATOR

Summary

The Government of Saint Vincent and the Grenadines (GoSVG) is negotiating funding from the International Development Association (The World Bank) and the European Commission under the Caribbean Regional Resilience Building Facility Single-Donor Trust Fund, towards the Volcano Eruption Emergency Project (VEEP). The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the La Soufriere volcano eruption. The VEEP comprises three components that seek to achieve the development objectives. A detailed description of the project components is provided in Annex 1. To execute the project, the GoSVG is establishing an implementation unit which will require the services of a Project Coordinator to coordinate all activities under the Project.

Scope of Services

The position of Project Coordinator is a contracted full-time staff position. Work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines. The Project Coordinator will report to the Director of Economic Planning and shall be responsible for the day-to-day management, coordination, and implementation of the VEEP.

The Project Coordinator will coordinate all VEEP activities and will liaise closely with the relevant line ministries and departments within the GoSVG, and with the World Bank project team. S/He will organize and plan project implementation activities and will manage project staff efforts with respect to contracting, financial management, safeguards management, contract supervision, reporting and all other aspects of the VEEP's operations.

The Project Coordinator shall be responsible for ensuring that the participating ministries and agencies - the Ministry of National Mobilisation, etc. (MoNM); the National Emergency Management Organisation (NEMO); the Ministry of Agriculture; the Central Water and Sewerage Authority (CWSA); the Ministry of Transport, Works, Lands and Surveys and Physical Planning (MoTW) and the Roads, Buildings and General Services Authority (BRAGSA) are appropriately involved with project activities.

Duties and responsibilities

The Project Coordinator will be supported by VEEP project staff and general PSIPMU administrative personnel in coordinating and monitoring all aspects of the implementation of the VEEP. Specifically, the Project Coordinator will be required to:

1. Manage the VEEP team and oversee the overall project implementation progress
2. Plan and manage VEEP operations and develop strategic plans for project implementation in order to ensure that project activities are on track for achievement of the Project Development Objective
3. Prepare the project implementation and annual work plans in conjunction with the VEEP team
4. Ensure that the annual budget and disbursement plans for the Project are prepared and approved in a timely manner and that planned versus actual variance analyses are regularly conducted at least on a quarterly basis
5. Establish an internal reporting system for the Project, including the development of reporting formats, flows of information and data sourcing for specific monitoring and evaluation needs from ministries, departments, agencies and other relevant stakeholders
6. Organize and manage VEEP office operations, staff efforts and workload allocation
7. Advise and regularly report to the Director of Economic Planning on VEEP project implementation activities, program plans and recommend project implementation strategies
8. Manage activities within the VEEP project team in coordination with the PSIPMU and ensure timely reporting and preparation of project documentation as needed particularly with respect to Bank project reporting requirements and requests for World Bank's 'No Objection'
9. Manage and direct VEEP project team efforts with respect to procurement, execution, and supervision of all project activities
10. Oversee the adherence to environmental and social safeguard policies and guide the VEEP team in the effective implementation of the Environmental and Social Management Framework
11. Engage and coordinate appropriate line ministry and stakeholder support as needed to advance project objectives
12. Liaise and coordinate with the World Bank project team on all technical and administrative aspects of the Projects and participate in World Bank missions
13. Prepare regular project progress reports, including quarterly monitoring reports for submission to The World Bank, identifying potential implementation risks in achieving the PDOs within the requisite times and actively proposing potential solutions

14. Manage the supervision of the technical consultants, including review and acceptance of reports

15. Perform other related duties as assigned by the Director of Economic Planning.

Qualifications and Experience

Prospective candidates should have a minimum of the following qualifications:

- A master's degree in project, business or engineering management; Economics or related discipline
- At least 10 years overall professional experience including at least 5 years' experience in managing programs with Multilateral Development Banks (MDB's) and international donors such as e.g. The World Bank, Inter-American Development Bank, Caribbean Development Bank, European Union etc.
- Demonstrated experience with management of multidisciplinary programs particularly with a strong engineering component.
- Ability to develop project implementation plans
- Ability to identify issues and problems affecting implementation, generate solutions and choose appropriate alternatives using basic root cause analysis
- Strong interpersonal and organizational skills
- Demonstrated experience in projects focused in the Eastern Caribbean would be an asset.
- Excellent report writing skills
- Analytical thinker with creative problem-solving skills and attention to detail.
- Demonstrated proficiency in MS Office Suite
- Fluency in English

Reporting Requirements

The Project Coordinator will report to the Director of Economic Planning and will be required to submit the following reports:

- Quarterly progress reports

- Annual Project Performance Reports
- Mid-Term and Project Completion Reports
- End of Assignment Report
- Other reports as required

Contract Duration

The contract will be two (2) years in the first instance and would be subject to extension until end of the project closing date based on satisfactory performance.

Remuneration

Remuneration will be commensurate with qualifications and experience.

ANNEX 1 – PROJECT DESCRIPTION

The VEEP has three components through which the Project Development Objective will be achieved:

Component 1: Early recovery income support (US\$7.5 million):

Subcomponent 1.1: Temporary cash transfers and social support services program (US\$4.3 million);

Subcomponent 1.2: Labour intensive temporary employment (LITE) program (US\$3 million);

Subcomponent 1.3: Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.2 million);

Component 2: Restoration and “Build Back Better” of critical services, and strengthening of emergency preparedness and response capacity (US\$31 million);

Subcomponent 2.1: Support to reconstruction planning that incorporates climate change considerations;

Subcomponent 2.2: The restoration and reconstruction of critical infrastructure services;

Subcomponent 2.3: Strengthening of emergency preparation and response.

Component 3: Project Management (US\$ 3 million)

Component 1 – Early Recovery Income Support

Early recovery income support (US\$7.5 million).

The objective of this component will be to provide temporary cash transfers to selected poor and vulnerable populations affected by the volcanic eruptions of La Soufrière and other climate-related events. The activities under Component 1 are embedded within the Government’s broader social protection strategy, which focuses on shock-responsive social assistance. This component comprises three subcomponents:

1.1: Temporary cash transfers and social support services program

1.2: Labour-intensive temporary employment program (LITE)

1.3 Strengthening of institutional capacity to administer and monitor the income support programs

Sub-component 1.1 – Temporary Cash Transfers and Social Support Services Program

Temporary cash transfers and social support services program (US\$4.3 million).

The objective of this subcomponent is to support the continuation, expansion, and strengthening of the ongoing temporary cash transfers and complimentary social support services. This subcomponent will finance goods (material and equipment) and consulting services (life skills facilitators) required for delivery of the family education program which will provide follow-up psycho-social support to beneficiaries.

Sub-component 1.2 – Labour-Intensive Temporary Employment (LITE)

LITE Program (US\$3 million)

The subcomponent will support, on an as-needed basis, the implementation of a LITE Program to provide income support and short-term employment to mitigate economic impacts after the occurrence of climate-related disasters (including risks associated with heavy rains mobilizing ashfall and volcanic debris. It will also support the longer-term resilient recovery of community infrastructure.

The LITE Program will build on the existing experience of the Roads, Buildings, and General Services Authority (BRAGSA) in implementing the Road Clean-Up Program, which is a cash for work seasonal program aimed at basic public infrastructure maintenance and the creation of short-term employment benefiting unemployed working-age people.

The program will be facilitated by direct payments to BRAGSA which will target unemployed individuals over 18 years of age from the target communities. Thus, the only procurement under this subcomponent is for goods (tools and safety gear for workers/beneficiaries) of the LITE Program and consultant services to improve BRAGSA’s capacity to plan, prepare and supervise the execution of the subprojects for the LITE Program.

Sub-component 1.3 – Institutional Strengthening - MoNM

Subcomponent 1.3. Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.5 million). This subcomponent will aim to strengthen the capacity of the MoNM to administer and monitor the existing income support programs and will include (i) a payment mechanism to deliver cash transfers to beneficiaries and (ii) expansion of the current information system to administer and monitor the income support programs.

Contracts to be procured under this sub-component will be for goods and consulting services required for institutional strengthening to monitor and administer the program and expansion of the MoNM’s information system. The MoNM proposes to

Component 2 – Restoration and “Building Back Better” of Critical Services, and Strengthening of Emergency Preparedness and Response Capacity

Restoration of critical services, resilient reconstruction, and strengthening emergency preparedness and response capacity (US\$ 31 million - indicative)

Component 2 will support the rapid restoration and resilient reconstruction of critical infrastructure damaged by the volcano eruption and subsequent debris flows and lahars while strengthening Government's emergency preparedness and response capacity. Investments under this component will focus on three main areas: (i) support for reconstruction planning; (ii) investments in rapid restoration and resilient reconstruction of priority infrastructure; and (iii) strengthen emergency preparedness and response systems and capacity. Candidate activities for the first 18 months across sectors are summarized below.

Component 3 – Project Management

Component 3: Project Management (US\$3 million)

This component will support the administrative management of the Project by the PSIPMU and implementing partners through, but not limited to the following individual consultants, (a) a project coordinator; (b) financial management (FM) and procurement specialists to carry out the fiduciary aspects of the Project; (c) monitoring and evaluation (M&E) specialists; (d) technical experts needed for environmental management and social protection specialists); and (e) technical focal points in the MoA, CWSA, MoNM and MoTW/BRAGSA. The PSIPMU will coordinate the provision of training and workshops¹ and manage the financing of necessary goods, equipment, and operating costs, including costs associated with convening and reporting to the Project Steering Committee (PSC).

¹ Workshops will include technical discussions and capacity-building activities around the utilization of climate and disaster risk information and the prioritization of reconstruction and rehabilitation activities to strengthen climate and disaster resilience.