

**11<sup>th</sup> EDF A Envelope  
Technical Cooperation Facility and  
Support Services to the National Authorising Officer**

**TERMS OF REFERENCE**

**Programme Coordinator**

The Government of Saint Vincent and the Grenadines has received financing from the European Union (EU) for two actions: (1) Technical Cooperation Facility (TCF) and (2) Services to Support the Office of the National Authorising Officer (NAOSU).

**Programme Purpose**

The TCF component will provide technical assistance to the transport sector in all activities not covered by the implementing partner – the Caribbean Development Bank (CDB). The TCF component will also provide short and long-term technical assistance, training, policy advice and studies as needed in the programming, preparation and implementation of actions.

The NAOSU component will support the operations of, and improve the institutional capacity with the office of the NAO for the efficient planning, implementation and monitoring of development projects and programmes financed by the EU. Activities will also be undertaken to improve awareness among key actors on development issues.

**Scope of Service Required**

Overall responsibilities and support structure/reporting lines –

The Programme Coordinator will lead the day-to-day management of the project. The Project Coordinator will partner with the Public Sector Investment Programme Management Unit and the European Delegation to ensure the effective implementation of the day-to-day activities. The Project Coordinator will be responsible for the development, management and implementation of the project work plan and budget as well as managing the project's resources and support staff.

The Project Coordinator will be responsible for coordinating the support from various technical areas from implementing partners (Caribbean Development Bank (CDB), World Bank (WB), Ministry of Transport and Works, BRAGSA). Among the duties and responsibilities of the PC is the overall supervision of the implementation of the 11<sup>th</sup> EDF 'B' Envelope Road Management and Rural Road Improvement Programme.

Specific Responsibilities -

- (i) Project management and implementation support including technical, administrative, fiduciary and procurement support;

- (ii) Formulation, approval and implementation of respective Programme Estimates (PE).
- (iii) Liaise with appropriate personnel from the Public Sector Investment Programme Management Unit (PSIPMU) for relevant guidance on programme management, policy and implementation.
- (iv) Establish relevant linkages with appropriate national, regional and European Commission level agencies, programmes and personnel.
- (v) Coordinate and supervise the preparation of project reports and other relevant documents for the Project Steering Committee
- (vi) Pursue, facilitate and monitor inter-institutional arrangements with relevant agencies and stakeholders;
- (vii) Ensuring compliance with the Financing Agreement (FA), Programme Estimate (PE) and relevant reporting obligations pursuant to the rules and procedures set out in the EU's practical guide to procedures for programme estimates;
- (viii) Facilitate evaluations, external missions, and external audits by the European Commission, and with analyzing and implementing relevant conclusions and recommendations.
- (ix) Conduct and coordinate necessary consultations, site visits and training related to the implementation of the project.
- (x) Coordinate and monitor project activities and budgets.
- (xi) Coordinate the preparation of documentation and project reports to satisfy the conditions of the PE as required for the implementation of the Project, including but not limited to:
  - a. Monthly progress reports
  - b. Quarterly progress reports
  - c. Annual reports
  - d. Evaluation reports
  - e. Project completion report
- (xii) The Project Coordinator may be required, from time to time, to fulfil duties/responsibilities as directed by the NAO, and may be required to undertake any such other duties as may be required in support of the implementation of the project.

### **Academic Qualifications and Experience**

- An advanced degree in Economics, Project Management or any related discipline;
- A minimum of eight (8) years related professional experience;
- Proven experience in successfully managing multi-faceted projects.

## **Knowledge, Skills and Attribute Requirements**

- Excellent written English communication skills, and proven experience with preparing analytical reports, working independently and performing well under pressure;
- Demonstrated computer skills using Microsoft Office Suite as well as project management software such as Microsoft Project or equivalent, and excellent presentation skills including the ability to present materials to a mixed audience in a very clear and concise manner;
- The Coordinator must be resourceful and solutions oriented, actively responding to and applying innovative solutions emerging needs.
- The ability to monitor schedules, manage potential risks that may compromise project results, effectively manage one's time, be flexible and adaptive in a situation of competing demands so as to meet deadlines.

## **Competencies**

The services of the Coordinator will be selected in accordance with the European Union's procedures for individual consultants. The procedures and process will involve evaluation of candidates/applicants based on evaluation of relevant qualifications and experience, and interviews to assess knowledge, attributes as well as competencies.

The candidate must be willing to travel to the project sites and communities.

Qualification, knowledge or experience in the application of Project Cycle Management and EU programme would be an advantage.

## **Salary and Term**

Negotiable based on qualification and experience. The successful candidate will be employed on a contractual basis and stationed at the Economic and Sustainable Development Division of the Ministry of Finance, Economic Planning, Sustainable Development and Information Technology.

Employment will be over a four year period. It will be renewed annually, based upon satisfactory job performance. The initial contract period shall be for one year, extendable by mutual agreement in accordance with the EU procedures for consultancy services.