

SCHOOL IMPROVEMENT PROJECT – PHASE 1 – ST. VINCENT AND THE GRENADINES TERMS OF REFERENCE

**Contract Management Assistant
23/SFR-OR-STV and GA 53/STV**

Background

The Government of St. Vincent and the Grenadines (GOSVG) has received financing from the Caribbean Development Bank (CDB) towards the cost of School Improvement Project – Phase One (SIP). The Project, which is being implemented by the Economic Planning Division, Ministry of Finance, Economic Planning, and Information Technology (MFEP), on behalf of Ministry of Education and National Reconciliation, comprises of the construction of a new Sandy Bay Secondary School and renovation works at eight schools

To support activities financed under the project, the Government of SVG wishes to engage the services of a Contract Management Assistant (Consultant) who will be required to assist with the administrative and monitoring procedures for the associated works, services and goods contracts.

Scope of Services

The Consultant will work closely with the project management team, and other ministries and agencies involved in the implementation and coordination of different project components. The Consultant will report to the Project Coordinator within the MFEP and will assist the project management team in all contract management related matters for the various components of the SIP.

The Consultant duties will include but not be limited to:

1. Assist with implementing administrative, procurement and monitoring procedures for effective supervision of infrastructure works.
2. Assist with communication with consultants/contractors/suppliers on all technical aspects of the project.
3. Attend regular site/progress meetings. Assist with the preparation of minutes in the absence of a Supervising Consultant.
4. Attend regular SIP management meetings.
5. Participate in local Caribbean Development Bank missions.
6. Assist with the preparation of periodic project monitoring reports on project status.
7. Attend relevant workshops
8. Respond to other requests regarding the implementation of the portfolio of projects within the MFEP, as required.

Qualifications and Experience

- A Bachelor's degree in management, law, civil engineering, architecture, or related field. With minimum two (2) years' experience.
- Experience with Microsoft Project (or similar software), donor programs, and standard contracts used by multilateral or bilateral donors (e.g. World Bank, Caribbean Development Bank, European Union, etc.) would be considered an advantage.

Contract Duration

The position of Contract Management Assistant is a contracted full-time position. The duration of this consultancy is twenty-four (24) months.

Remuneration

Remuneration will be commensurate with qualifications and experience.