

TERMS OF REFERENCE

Project Manager

Saint Vincent and the Grenadines

Construction and Rehabilitation Programme Unit -Saudi Fund for Development Project

1. Background

The Government of St. Vincent and the Grenadines has received financing from the Saudi Fund for Development (SFD) and intends to apply part of the proceeds for the payment of goods, works, related services and consultancy services to be procured under the project. The project is implemented by the Ministry of Finance, Economic Planning, and Information Technology.

The Project Implementation Unit

The Government of SVG (GoSVG) is establishing a Project Implementation Unit (PIU) at the Ministry of Finance, Economic Planning and Information Technology, Economic Planning Division (EPD) responsible for implementing the project activities and coordinating with relevant ministries. The PIU will have the following positions: Project Manager, Architect Financial Management Officer, Procurement Officer, Environmental Specialist, Social Safeguards Specialist, Project Engineer, Quantity Surveyor, Project Officer and administrative support.

The PIU will be a fully integrated part of the EPD structure, relying on EPD resources to deliver Project activities, including project planning, financial management, procurement, administrative support, environmental and social safeguards, and reporting in accordance with both Government and SFD requirements.

2. Objectives of the assignment

The Government of SVG is seeking a full-time Project Manager to lead the PIU and to supervise, coordinate, and ensure the carrying out of all project activities.

This position will work in close collaboration with EPD staff, and under the direction of the Director of Economic Planning or his designate.

3. Duties and responsibilities

a. Leading, coordination, supervision

- Lead the establishment of the Project during its initial stages including the recruitment of project staff, the establishment of policies, procedures, manuals, and systems, and the development of relationships with key internal, government, and external stakeholders.
- Establish, lead, and supervise the PIU.
- Lead, coordinate, supervise and ensure the delivery of all Project activities.
- Attend EPD Senior Executive Team meetings and lead discussions on Project activities.
- Ensure Project implementation complies with SFD policies and procedures.

- Manage internal and external communications with respect to Project activities.
- Coordinate stakeholder engagement.
- b. Planning and Management**
 - Lead the development of the Project Annual Work Plan and Procurement Plan.
 - Ensure Project activities are aligned with existing national policies.
- c. Budget and Finance**
 - Lead the development of the Annual Budget.
 - Ensure the effective management of the project budget.
 - Report on the progress of project budget utilization and forecast expenditure to the Director of Economic Planning and the Project Manager within the EPD (monthly or as required).
 - Oversee the preparation of quarterly financial reports to the SFD, and the delivery of the annual independent project audit.
 - Manage and remain accountable for expenditures against budget based on accurate financial reporting.
- d. Project Reporting**
 - Ensure the delivery of a quarterly monitoring and evaluation report to the Director of Economic Planning.
 - Oversee reporting against the Project Results Framework.
 - Coordinate the preparation of the six-monthly Project Progress Report, for submission to the SFD and the Project Steering Committee.
 - Provide details on Project progress for the EPD Annual Report.
- e. Performance Appraisal and Staff Supervision**
 - Manage the performance of the PIU staff in line with the Government staff performance management system.
 - Develop Terms of Reference for PIU staff and ensure they are kept up to date.
 - Recommend to the EPD on decisions relating to staff recruitment and terminations.
- f. Technical Key Results Areas**
 - Maintain necessary level of technical and operational skills to supervise PIU activities.
 - Oversee the preparation, execution and delivery of outputs for all contracts relating to project activities.
 - Overall responsibility for project quality, duration and cost.
 - Lead recovery decisions to reroute project activities/ resources to ensure re-alignment to established deadlines and benchmarks
- g. Administrative Policies and Procedures**
 - Ensure PIU compliance with the Public Service Commission and Government of SVG administrative policies and procedures, and contribute to reviews of these as required.
- h. Other Duties**
 - Perform any other duties as requested by Director of Economic Planning.

4. Expected key deliverables

The Project Manager will be responsible for supporting the implementation of the Project

Preparatory Activity Plan including the following specific deliverables, with the support of the PIU and the EPD:

Key Deliverables	Timing
Project Operations Manual	Upon commencement
Work Plan, Procurement Plan and Budget	Upon commencement and annually
Documentation required for Audit	Annually or as requested
Project Progress Report	Every six months or as requested
Performance Management Reports for PIU staff	Every six months or as requested
Interim Financial Reports (to EPD and SFD)	Quarterly or as requested
Monitoring and Evaluation Report	Quarterly or as requested
Participation in Senior Executive Team meetings, including presentation of progress report	Monthly or as requested

5. Duration, location, coordination, and reporting arrangements

- **Duration.** The Project Manager is a fulltime consultancy with an overall duration of up to three (3) fiscal years. The initial contract duration would be two (2) years, then renewable based on performance.
 - The contract is subject to a probationary period of six (6) months and may be subject to satisfactory achievement of key deliverables.
 - Performance will initially be reviewed after three (3) months, and thereafter subject to annual reviews.
- **Location.** This is a full-time position based in the EPD at a location *to be determined* and may involve travel to other communities. The Project Manager will work from the PIU where he/she will be assigned a workstation and will participate in face-to-face or virtual meetings. He/she will also be required to visit project work sites to monitor overall implementation of all activities.
- **Coordination.** The Project Manager will frequently and adequately coordinate with all PIU staff and staff from the project implementing ministries.
- **Reporting arrangements.** The Project Manager will report to the Project Manager, within the EPD. He/she shall establish solid working relationships with project stakeholders (Ministry of Education, National Security and Health, senior officials of Government of SVG and SFD staff).

6. Eligibility

The position is open to citizens of SVG and those eligible for a work permit in SVG.

7. Selection Criteria

▪ **Qualifications**

A Master's Degree in Project Management, Economics, Business Administration, Engineering, Natural Resource Management or other related disciplines with at least five (5) years of relevant professional experience in managing projects of similar scope in the Caribbean.

OR

A Bachelor's Degree in Project Management, Economics, Business Administration, Engineering Natural Resource Management or other related disciplines combined with at least 10 years of relevant professional experience in managing projects of similar scope in the Caribbean.

Training and/or certification in Project Management will be an asset.

▪ **Experience and skills**

- Experience managing projects and project staff and resources, and in roles with similar responsibilities;
- Experience managing project budgets, with financial systems, and with financial reporting;
- Experience preparing project documentation, including policies and procedures;
- Experience delegating responsibility to respective staff members based on discipline;
- Experience with project reporting, including: presenting project progress in visual formats, and writing/ preparing clear and concise project reports;
- Experience in interpreting relevant legislation, policies, procedures, and processes of government;
- Experience using Microsoft Projects or other project management software to present project information such as cost, schedule, budgets as well as to monitor outputs against established benchmarks.
- Experience managing donor-funded projects, especially involving international development banks and institutions is strongly preferred.
- Experience with blue economy projects and programs is strongly preferred.
- Excellent communication skills in English (speaking, reading, and writing),
- Able to communicate in a clear and structured manner to a broad range of audiences;
- Strong ethics, high level personal organizational skills, and ability to manage own workload;