

Saint Vincent and the Grenadines

TERMS OF REFERENCE

Project Officer

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.

1. Objectives of the assignment

The objective of the assignment is to ensure effective and efficient procurement under the SFD in strict compliance with the Financing Agreement and other documents regulating procurement under the SVG Procurement Act of 2018 and Regulations of 2019.

Key tasks and responsibilities

Under the general control and direction of the Project Manager, the Consultant will undertake the following tasks, in accordance with the Financing Agreement, the SFD procurement guidelines, the Project Operational Manual, relevant Saint Vincent and the Grenadines' Procurement policies/regulations/laws, or any other relevant guidelines provided by the EPD.

The Project Officer will perform his/her duties on-site at the office of the PIU and visit various project sites to monitor project activities. The PO will report directly to the Project

manager and shall be responsible for liaising with the participating ministries/agencies and with the SFD project team in relation to the implementation of the SFD project activities. S/He will assist the Project Manager in organizing and planning project implementation activities with respect to contracting, financial management, safeguards management, contract supervision, reporting and all other aspects of the SFD's project operations.

Scope of services.

1. Provide administrative support to the SFD project implementation unit (PIU).
2. Assist in the preparation of the project implementation and annual work plans for line agencies in conjunction with the SFD team.
3. Keep track of the Ministries' reporting and deliverables timeline and follow-up with them for timely submission.
4. Assist the Project Manager in managing activities within the SFD project team in coordination with the PSIPMU and ensure timely reporting and preparation of project documentation as needed particularly with respect to SFD project reporting requirements.
5. Advise and regularly report to the Project Coordinator on SFD project implementation activities, programme plans and recommend project implementation strategies.
6. Engage and coordinate appropriate line ministry and stakeholder support as needed to advance project objectives.
7. Advise line ministries and agencies on adherence to environmental and social standards of the SFD Environmental and Social Framework.
8. Provide documentation on the status of implementation and include recommendations for actions to address any bottlenecks in the line ministries and agencies.
9. Assist in the review of bidding documents, requests for proposals, requests for bids, expressions of interest or other documents required to engage consultants and bidders.
10. Perform other related duties as assigned by the Project Manager.

Mandatory and desirable qualification requirements

Prospective candidates should have a minimum of the following qualifications:

(a) Mandatory

(i) Education

- A bachelor's degree in management, business administration, economics, project management or related discipline.

(ii) Experience

- 2 years' experience in a project environment
- Experience in the public sector would be an asset.
- Demonstrated experience in stakeholder engagement activities will be an asset
- Experience with programmes or project portfolios of multilateral or bilateral institutions (e.g. The World Bank, Caribbean Development Bank and the European Union)
- Demonstrated experience in projects focused on the Eastern Caribbean would be an asset.

(iii) General

- Strong ethics and organizational skills, and ability to manage own workload.
- Good communication and interpersonal skills with the ability to make presentations to a broad range of audiences.
- Excellent writing skills with the ability to prepare accurate reports; fluency (oral and written) in English is essential.
- Demonstrated proficiency in MS Office Suite

Technical

- Maintain the necessary level of technical and operational skills to fulfil the duties outlined.

Other Duties

- Perform other relevant and related duties reasonably requested by the Project Manager.

Reporting Obligations

The Project Officer will report to the Project Manager and receive guidance and control with respect to the PIU operations and reporting requirements from the PIU. The Projects Officer will be required to submit the following reports:

- (a) Monthly progress reports
- (b) Project Completion Reports

- (c) Other reports as required

Contract duration and conditions.

- (a) The contract will be for an initial period of years and is subject to a probationary period of six months. The contract may be extended subject to satisfactory performance.
- (b) Performance will initially be reviewed at six months, and thereafter to annual reviews.
- (c) This is a full-time position based in St. Vincent and the Grenadines and will involve travel to project sites.
- (d) The position is open to Vincentian citizens or those eligible for a work permit in St. Vincent and the Grenadines.

Remuneration

Remuneration will be commensurate with qualifications and experience

Contract Performance Evaluation

The Project Officer may be subject to evaluation of performance based on the Performance Indicators.