

TERMS OF REFERENCE

Finance and Administrative Officer

1. Background

The maintenance and upgrade of the road network in St. Vincent and the Grenadines is the responsibility of the Ministry of Transport, Works, Lands and Physical Planning (MTW). In keeping with its mission, the MTW continues to support the land transportation system and develop and maintain public networks. The policy of the MTW is that the road network must provide satisfactory physical and functional service to road users while minimizing the transport cost of goods and services throughout the country; supporting development in all sectors of the economy. The network is intended to facilitate improved vehicular travel and reduce travel time of goods and services between the various villages throughout St. Vincent and the Grenadines. The network must also provide access to the various recreational sites frequented by nationals and visitors.

The **National Roads Rehabilitation Project (NRRP)** intends to address the poor conditions of roads in primarily three (3) categories.

- Earthen Roads to be upgraded to Concrete
- Existing Concrete Roads to be rehabilitated
- Asphalt Roads to be rehabilitated

Implementation of the project will fall within the control of the Ministry of Transport, Works, Lands and Physical Planning. The supervision of works shall be carried out under a Project Management & Implementation Unit (PMIU) dedicated to this project. The PMIU is led by a Project Coordinator (PC) who is assigned exclusively to the Project and is supported by a Senior Engineer (SE), a Senior Quantity Surveyor (SQS), a Construction Manager, other Engineers (ENG), a **Finance and Administrative Officer (FAO)** Community Liaison Officers (CLO) and Civil Technicians.

The **Government of St. Vincent and the Grenadines (GOSVG)** has secured financing from the Republic of China on Taiwan (ROC) in an amount equivalent to US\$ 45,000,000.00 towards the cost of the NRRP. A portion of this financing covers the operation of the PMIU inclusive of financing eligible payments under a contract for which this invitation is issued. To support the NRRP activities, the GOSVG will hire a full-time **Finance and Administrative Officer (FAO)** to support contract administration and quality assurance under the NRRP.

2. SCOPE

The NRRP **Finance and Administrative Officer (FAO)** is responsible for the administrative management and operations of the PMIU. Further, s/he will assist in the preparation of quarterly and annual work plans and progress reports for review and monitoring by the PC.

DUTIES

Specific responsibilities will include:

- (a) Responsible for providing general financial and administrative support to the project;
- (b) Take own initiative and perform daily work in compliance with annual work schedules;
- (c) Assist project management in performing budget cycle planning, preparation, revision and monitoring; Assist project team in drafting quarterly and yearly project progress reports concerning operation, financial and administrative issues;
- (d) Drafting the contracts of consultants and all project staff, in accordance with the instructions of the PC and close monitoring of the SQS;
- (e) Ensure that Local procurement rules are followed during procurement activities that are carried out by the PMIU and maintain responsibility for the inventory of the project assets;
- (f) Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assist external evaluators in fulfilling their mission;
- (g) Ensure the project utilizes the available financial resources in an efficient and transparent manner;
- (h) Make logistical arrangements for the organization of meetings, consultation processes, and media;
- (i) Draft correspondence related to assigned project areas; provide clarification, follow up, and responses to requests for information;
- (j) Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files;
- (k) Assist in preparation of minutes of meetings;
- (l) Provide support to the PC and project staff in the coordination and organization of planned activities and their timely implementation;
- (m) Assist in liaising with key stakeholders as required;
- (n) Ensure the proper use and care of the instruments and equipment used on the project
- (o) Resolve all administrative and support issues that might arise during the project.
- (p) Provide assistance in all logistical arrangements concerning project implementation.
- (q) Assist team with administering and tracking payment application and certificates for timely payment of contractors, consultants and suppliers and advise on any bottlenecks

Mandatory and Desirable Qualification requirements

(i) Education

A bachelor's degree in finance, management, business administration, economics, human resource management, or related fields;

(ii) Experience

Two years' experience in a project environment;

A demonstrated ability in the management of development projects and in liaising and cooperating with government officials, stakeholders, and civil society;

(iii) General

Strong ethics and organizational skills and ability to manage own workload;
Team- oriented, possesses a positive attitude, and works well with others;
Flexible and willing to travel as required;
Excellent interpersonal skills;
Excellent verbal and writing communication skills in English;
Experience in public sector would be an asset;

(iv) Other skills: Proficiency in Microsoft Office Suite;

Contract duration and conditions

- The contract will be for an initial period of eighteen (18) months. The contract may be extended subject to satisfactory performance.
- Performance will initially be reviewed at six months, and thereafter to annual reviews.
- This is a full-time position based in St. Vincent and the Grenadines and may involves travel to project sites.

Remuneration

Remuneration will be commensurate with qualifications and experience
Reporting Obligations

The Finance and Administrative Officer will report to the Project Coordinator and receive guidance and control with respect to the PMIU operations and reporting requirements from the PMIU. The Finance and Admin Officer will be required to submit the following reports:

- (a) Monthly progress reports
- (b) Project Completion Reports
- (c) Other reports as required

3. CODE OF CONDUCT – applicable to all staff

GENERAL CODE OF CONDUCT

SAMPLE DOCUMENT- APPLICANT TO REVIEW AND SIGN ACKNOWLEDGING THAT HE/SHE HAS READ AND UNDERSTOOD THE DOCUMENT

I have signed a contract with [*enter name of Client*] for [*enter description of the Services*]. These Services will be carried out at [*enter the Site and other locations as appropriate*]. Our contract requires us to implement measures to address environmental and social risks related to the Services, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the Services. It applies to all Experts at the Site or other places where the Services are being carried out.

This Code of Conduct identifies the behavior that required of all Applicants.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

The Consultant shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Experts and any other person;
3. maintain a safe working environment including by:
 - a. ensuring that workplaces, equipment and processes under each person's control are safe and without risk to health;
 - b. wearing required personal protective equipment; and
 - c. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Experts, Contractor's Personnel or Client's Personnel
7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another ;
8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;

9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Client, or who makes use of grievance mechanism for Consultant or the project's Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the Ministry/Entity social expert with relevant experience in handling sexual exploitation, sexual abuse and sexual harassment cases, or if such person is not required under the Contract, another individual designated by the Consultant to handle these matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Employer's hotline (*if any*) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by consultant may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR CONSULTANT:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact the Chief Engineer or his designate with relevant experience] requesting an explanation.

Name of Consultant: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Employer:

Signature: _____

Date: (day month year): _____

ATTACHMENT 1: Behaviors constituting Sexual Exploitation and Abuse (SEA) and behaviors constituting Sexual Harassment (SH)

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)

The following non-exhaustive list is intended to illustrate types of prohibited behaviors:

(1) **Examples of sexual exploitation and abuse** include, but are not limited to:

- A Consultant tells a member of the community that he/she can get the member jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
- A Consultant that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
- A Consultant rapes, or otherwise sexually assaults a member of the community.
- A Consultant denies a person access to the Site unless he/she performs a sexual favor.
- A Consultant tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) **Examples of sexual harassment in a work context**

- A Consultant comment on the appearance of another Consultant (either positive or negative) and sexual desirability.
- When an Consultant complains about comments made by another Consultant on his/her appearance, the other Consultant comments that he/she is “asking for it” because of how he/she dresses.
- Unwelcome touching of a Consultant or Employer’s Personnel by another Consultant.
- A Consultant tells another Consultant that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

SEXUAL EXPLOITATION AND ABUSE (SEA) AND/OR SEXUAL HARASSMENT (SH) PERFORMANCE DECLARATION

SEA and/or SH Declaration

I, the applicant:

- (a) have not been subject to disqualification by the any entity for non-compliance with SEA/SH obligations
- (b) are subject to disqualification by the an entity (*insert name*) for non-compliance with SEA/SH obligations
- (c) have been subject to disqualification by the an entity for non-compliance with SEA/SH obligations. An arbitral award on the disqualification case has been made in our favor.

[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]