

TERMS OF REFERENCE

CONSULTING SERVICES FOR PROGRAMME MANAGER, PROJECT IMPLEMENTATION AND MANAGEMENT UNIT

1. BACKGROUND

1.01 The Government of St. Vincent and the Grenadines (GOSVG) has received financing from the Caribbean Development Bank (CDB), towards establishing a Project Implementation and Management Unit (PIMU) within the *Ministry of Transport, Works, Lands and Physical Planning*. The PIMU is responsible for implementing the following ongoing, CDB-financed projects and other responsibilities as may arise related to CDB-funded projects: (i) Natural Disaster Management (NDM) - Rehabilitation and Reconstruction (Hurricane Tomas/North Windward); (ii) NDM - Rehabilitation and Reconstruction (December 2013 Trough Event); (iii) NDM - Disaster Risk Reduction and Climate Change Adaptation (NDM 3); and (iv) Sandy Bay Sea Defences Resilience Project. The implementation stage of each project varies.

1.02 The PIMU is headed by the Programme Manager and supported by a Deputy Team Leader/Head of Procurement, Project Engineers; Site Engineers; a Community Liaison Officer, a Finance Officer and an Administrative Assistant.

2. OBJECTIVE

2.01 The objective of the consultancy is to have a highly qualified and experienced professional who will lead the PIMU, which has responsibility for implementing ongoing, CDB-funded three Natural Disaster Management Projects and the Sandy Bay Sea Defences Resilience Project.

3. SCOPE OF SERVICES

3.01 The Programme Manager, PIMU (PM) reports to the Permanent Secretary (PS), MTW or his/her designee and is accountable for the overall management of PIMU.

3.02 General Responsibilities - The PM will be responsible for:

- (a) managing the CDB-financed portfolio of projects at MTW;
- (b) with a view towards clearing project bottlenecks, managing the relationship with key boundary agencies, including Central Planning, The Ministry of Finance, the Central Procurement Board;
- (c) the direct supervision of personnel working in PIMU;
- (d) providing oversight of procurement activities as needed;
- (e) guiding the establishment and maintenance of suitable project management information systems; overseeing the preparation and submission of necessary reports to the CDB and to the Project Steering Committee (PSC) and the Chief Engineer (CE); and
- (f) establishing suitable monitoring indicators for the measurement of the work of the PIMU.

3.03 Specific Responsibilities - The PM will be specifically required to:

- (a) in consultation with CE, plan and constantly review the allocation of GOSVG counterpart resources for project implementation activities to optimise the use of such resources and maximise GOSVG's efficiency in meeting the identified project management needs;
- (b) plan annual work programmes, establishing performance targets and budgets for the PIMU;
- (c) manage PIMU's personnel and contribute to the effective utilisation of the human resources within PIMU by reviewing the technical competence and effectiveness of staff members, their work assignments and progress, evaluate staff performance and provide technical and procedural guidance to staff so as to achieve implementation targets and assist with the selection of new staff;
- (d) ensure quality control of the PIMU's work by reviewing and processing related documents, discussing and resolving problem areas, rendering advice and coordinating other activities within PIMU;
- (e) establish suitable monitoring indicators for the measurement of the work of the PIMU;
- (f) recommend, implement and maintain suitable project management information systems, which will facilitate decision-making, record keeping and reporting;
- (g) liaise with relevant government agencies to ensure that the necessary approval, waivers and permits needed by contractors and consultants to carry out their responsibilities, are obtained in a timely manner;
- (h) participate and represent the PIMU as member in the PSC and serve as secretary of the committee;
- (i) prepare Terms of Reference for and manage local and foreign consultants; monitor progress on deliverables under those contracts and provide feedback as necessary; and coordinate the work of the consultants consistent with the overall project implementation plan;
- (j) ensure that gender equality and gender components are given attention during implementation; reporting on gender results; ensuring that gender components are implemented in a timely fashion;
- (k) ensure that appropriate climate-resilient measures are integrated into the implementation of relevant project components;
- (l) provide oversight for procurement activities undertaken by MTW and certify that they meet the requirements of GOSVG and CDB;
- (m) maintain general supervision of financial transactions relating to project activities, including oversight of accounting records and procedures to ensure conformity with the requirements of GOSVG and CDB;

- (n) direct the preparation, and approve documents to support requests for disbursement of funds from CDB and technical and financial reports required by GOSVG and CDB;
- (o) ensure that relevant reports, including quarterly project reports, are prepared and submitted as may be required by PS to carry out assessments of work completed or as specified by the CDB's agreements with GOSVG;
- (p) ensure the satisfaction of the loan conditions relating to the use by GOSVG of funds approved for projects under the supervision of PIMU;
- (q) report directly to the PS or designee, MTW, which will facilitate resolution of any internal delays to implementation; and
- (r) undertake any other duties and responsibilities that may, from time to time, be reasonably requested by the PS or designee, MTW.

4. QUALIFICATIONS AND EXPERIENCE

4.01 The successful candidate should have:

- (a) a demonstrable track record of successes in the management of large civil engineering projects;
- (b) a Bachelor's Degree in Civil Engineering, Project Management, Disaster Management or a related discipline or other related field from a recognised university;
- (c) a minimum of fifteen (15) years total experience, ten (10) years of which in project and/or construction management, and five (5) years' managerial experience. Experience environmental, sustainable development and/or disaster management projects will be an asset;
- (d) postgraduate qualification in construction management, project management or any related field will be an asset. Specific experience with procurement procedures of multilateral lending agencies, especially CDB's, will also be an asset;
- (e) computer competence in software packages: Microsoft Suite, including Microsoft Project; and
- (f) demonstrable ability to motivate and promote collaboration among diverse team and team members.

5. DURATION

5.01 The consultancy is expected to be conducted full time over a period of approximately twenty-four (24) months.