**TERMS OF REFERENCE**

**PROJECT COORDINATOR – PROJECT MANAGEMENT UNIT**

1. **BACKGROUND**
   1. The Government of Saint Lucia (GOSL) has established a Project Management Unit (PMU) within the Department of Infrastructure, Ports and Transport (DIPT). The PMU is responsible for the management and implementation of the Millennium Highway and West Coast Road Project financed by the Caribbean Development Bank (CDB).
   2. The captioned Project’s overall objective is to contribute to increased resilience in the road sector and the socio-economic development of Saint Lucia. The expected outcomes of the Project are: (a) increased efficiency, resilience and improved road safety of the Millennium Highway and West Coast Road; and (b) a socially-inclusive management and planning framework for the road sector of Saint Lucia. The Project Coordinator (PC) shall report directly to the Chief Engineer/Project Team Leader, of the PMU or his/her designate.
   3. In light of the Project's national importance and the crucial need to meet strict deadlines, the PC must showcase a robust understanding of project management principles and a proven ability to deliver results effectively. Demonstrating strong organisational skills, the PC should outline a clear strategy for executing tasks detailed in the job description, emphasising adaptability and resilience in the face of any unforeseen challenges.  In the current project scenario, it is imperative for the PC to provide a Method Statement (MS) outlining the measures he/she will employ to effectively execute the tasks detailed in the job description below (item 2.01(b) refers). This MS should specifically address the need for a catch-up plan to mitigate the significant delays that the project has encountered.

1. **JOB DESCRIPTION**
   1. The PC will be responsible for coordinating and monitoring all aspects of the implementation of the project. Additional administrative, technical and clerical support will be provided by the PMU of DIPT. PC’s duties will include, but will not be limited to:
2. preparation and submission to GOSL and CDB of annual work plans for the project;
3. Within two weeks of contract-signing, the PC is required to prepare and submit a MS to GOSL and CDB. This MS will outline the PC’s proposed approach to effectively engage and execute the project, ensuring delivery by the stipulated deadline. The MS should identify the project systems and risks associated with the tasks, along with the measures needed to control those risks and related activities for effective implementation. Throughout the Project's life cycle, the MS will be amended to account for any changes in relevant regulations or ways of working.
4. providing direction to, and supervision of, the day-to-day operations of the Project, guided by the project documents and the annual work plans;
5. monitoring and evaluation of the project, in a manner consistent with the Project’s Monitoring and Evaluation Framework;
6. supervision of all components, including ensuring that activities and procurement schedules are carefully planned and executed;
7. developing close working relationships with all project participants and stakeholders (including non-governmental organisations, Government departments, private sector, and Local Government officials) to achieve a shared vision of the Project and its objectives;
8. representation of GOSL in all its dealings with consultants, suppliers, contractors and other stakeholders;
9. convening, at least monthly, meetings with the contractor(s) and engineering consultants, and with other consultants and/or supplier as required, for the purpose of coordinating activities;
10. liaising with CDB on all relevant technical, financial and administrative aspects of the Project;
11. submitting to CDB the required Project Reports outlined in the Reporting Requirements section of CDB’s Appraisal Report in the time and manner prescribed;
12. maintaining a project database encompassing information, reports, and data sourced from project activities or utilised to bolster project initiatives;

**Social and Environmental**

1. participation in, and reporting on, formal community engagement including discussions at public meetings;
2. incorporation of gender aspects of the Project at strategic points during implementation; and
3. ensuring that the mechanisms incorporated to meet CDB’s Environmental and Social Safeguards are implemented;

**Time Management**

1. establishing and updating on a monthly basis, a project implementation schedule (in Gantt chart format) showing progress against the baseline;

**Financial Management**

1. controlling the budget and introducing safeguards acceptable to CDB to prevent funds and assets misuse;
2. keeping accounts on project-related expenditure and disbursement activities;
3. expediting the preparation and submission to CDB of claims for disbursement/reimbursement with regard to all components financed from the Loan/Grant;
4. submitting the required financial reports outlined in the Reporting Requirements section of CDB’s Appraisal Report in the time and manner prescribed;

**Procurement**

1. managing the procurement processes and ensuring that there is adherence to CDB’s procurement policy and procedures;

**Contract Management**

1. management and administration of the implementation of the Project’s contracts;
2. ensure that all contractual obligations are adhered to and make all necessary arrangements to ensure implementation meets projected targets; and
3. submitting the required Contract reports outlined in the Reporting Requirements section of CDB’s Appraisal Report in the time and manner prescribed.

2.02 Templates to guide the reporting requirements, including content and format, will be provided by CDB.

1. **QUALIFICATIONS AND EXPERIENCE**

3.01 The successful candidate should have:

1. a first degree in Civil Engineering and post-graduate degree in a relevant discipline (Construction/Project Management) and Professional Engineering designation with a minimum of 10 years’ experience in project management, contract management, contract administration or logistics, and 5 years’ experience in managing projects of comparable complexity and budgetary value as this Project; or
2. a first degree in Civil Engineering or Construction/Project Management with a minimum of 15 years’ experience in project management, contract management, contract administration and logistics in managing projects of comparable complexity and budgetary value as this Project. A Professional Engineering designation is an asset.
3. **DURATION**

4.01 The consultancy is expected to be conducted full time over a period of approximately 20 months.