



**GOVERNMENT OF SAINT LUCIA**

DEPARTMENT OF HOME AFFAIRS

TERMS OF REFERENCE

**PROJECT COORDINATOR**

ENHANCING THE RESILIENCE OF THE SAINT LUCIA FIRE SERVICE

## **DRAFT TERMS OF REFERENCE** **PROJECT COORDINATOR**

### **BACKGROUND**

The Government of Saint Lucia (GOSL) has received financing from the Caribbean Development Bank (CDB) towards the cost of the Enhancing the Resilience of the Saint Lucia Fire Service.

The Saint Lucia Fire Service (SLFS) is responsible for providing Saint Lucia with emergency response services, training, and fire prevention/investigation services. The SLFS has been facing increased pressures which have significantly strained the resources and capabilities of the service, additionally, projections have indicated that there would be increased hazards and weather-related events which would compound the already limited resources of the SLFS. Some of the limitations of the SLFS include.

- Degraded equipment and response vehicles
- Limited mental Health support for responders
- Insufficient emergency response and transportation resources
- The need to upgrade and modernise training resources and facilities.
- Limitations in gender equality
- Gaps in information technology processes and capabilities to support the SLFS

There is an urgent need to improve the SLFS to allow it to better position itself to deal with the current and emerging challenges that will be faced by Saint Lucia. This can be achieved by enhancing the capacity of the Saint Lucia Fire Service to expand and improve emergency response services to reduce risk across the entire island of Saint Lucia.

### **OBJECTIVE OF THE ASSIGNMENT**

The assignment's objective is to engage an Individual Consultant to serve as the Project Coordinator (PC). The PC will support and be guided by the Project Steering Committee. The objective of the consultancy is to coordinate and monitor all aspects of the implementation of the project, which includes infrastructure works, goods, engineering and construction-related services, capacity-building and institutional strengthening activities.

### **GENERAL SCOPE OF SERVICES**

The Project Coordinator (PC) will support the Programme Coordinating Unit (PCU) in the Department of Home Affairs, Ministry of Home Affairs, Justice and National Security (DOHA) in the implementation of the Enhancing the Resilience of the Saint Lucia Fire Service Project. 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 PCU, DOHA.

The PC will work closely with the participating ministries and agencies within the Government of

Saint Lucia (GOSL) and with the Caribbean Development Bank's (CDB) project team. The PC will organise and plan project implementation activities and will manage project staff efforts with respect to contracting, financial management, safeguards, contract supervision, reporting and all other aspects of the Project. He/ She will also be responsible for ensuring project activities are conducted in accordance with GOSL and CDB requirements.

## **DUTIES AND RESPONSIBILITIES**

The PC's duties will include but not be limited to:

- a) Monitoring and implementation of all components of the project and informing the Project Steering Committee (PSC) and CDB of any events likely to impact negatively on the project's implementation;
- b) Overseeing all contracts for services and goods under the project, delegating where appropriate to the PCU;
- c) Providing cost control and keeping separate accounts for project-related expenditure and disbursement activities;
- d) Preparation and submission to GOSL and CDB of annual work plans for the project;
- e) Providing direction to, and supervision of, the day-to-day operations of the Project, guided by the project documents and the annual work plans;
- f) Monitoring and evaluation of the project, in a manner consistent with the Project's Monitoring and Evaluation Framework;
- g) Supervision of all components, including ensuring that activities and procurement schedules are carefully planned and executed;
- h) Developing close working relationships with all project participants and stakeholders (including government departments, and private sector) to achieve a shared vision of the Project and its objectives;
- i) Representation of GOSL in all its dealings with consultants, suppliers, contractors and other stakeholders;
- j) 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;
- k) Liaising with CDB on all relevant technical, financial and administrative aspects of the Project;

### Social and Environmental

- l) Incorporation of gender aspects of the Project at strategic points during implementation;
- m) Ensuring that the mechanisms incorporated to meet CDB's Environmental and Social Safeguards are implemented;

### Time Management

- n) Establishing and updating on a monthly basis, a project implementation schedule (in Gantt chart format) showing progress against the baseline;

### Financial Management

- o) Controlling the budget and introducing safeguards acceptable to CDB to prevent funds and assets misuse;
- p) Keeping accounts on project-related expenditure and disbursement activities;
- q) Expediting of the preparation and submission to CDB of claims for disbursement/ reimbursement with regard to all components financed from the Loan/Grant;
- r) Submitting the required financial reports outlined in the Reporting Requirements section of CDB's Appraisal Report in the time and manner prescribed;

### Procurement

- s) Assists with advertising for, and assisting, in the selection and engagement of the various consultants, contractors and suppliers;
- t) Ensuring that there is adherence to CDB's procurement procedures;
- u) To assist in the preparations and review of Terms or References, specifications and other technical information required for procurement.

### Contract Management

- v) Management and administration of the implementation of the Project's contracts;
- w) Ensuring that all contractual obligations are adhered to and making all necessary arrangements to ensure implementation meets projected targets; and
- x) Submitting the required Contract reports outlined in the Reporting Requirements section of CDB's Appraisal Report in the time and manner prescribed; and

- y) Submit an Annual Report to the Bank on the condition of the infrastructure financed from the loan.

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

### **REPORTING REQUIREMENTS**

Reports to the Permanent Secretary of Home Affairs the Ministry of Health, Wellness and Elderly Affairs and responds to the Minister when required; and makes presentations to the Project Steering Committee and other relevant stakeholders.

### **PERFORMANCE ASSESSMENT**

The Contract inclusive of the Terms of Reference and detailed Annual Work Plan with agreed targets, budget and reports will be used as the basis to evaluate performance. Additionally, the performance evaluation criteria and metrics outlined below will be used to assess and evaluate contract performance.

### **DURATION**

The Project Coordinator for the Enhancing the Resilience of the Saint Lucia Fire Service Project will be engaged on a full-time basis and is expected to commence the assignment in November 2023 for a period of 30 months.

### **OUTPUT AND DELIVERABLES**

- Submit to the CDB and GOSL a Communications Plan within 2 months of the commencement of the project
- Annual Work Plan and Budget
- Submit to the CDB and GOSL a Stakeholder Engagement Plan within 2 months of the commencement of the project
- Preparing and submitting to CDB and GOSL, quarterly reports on the investment cost of the project or in such form or forms as may be specified by CDB, within four (4) weeks after the end of each calendar quarter;
- Submitting to CDB and GOSL the required Project reports outlined in the Reporting Requirements section of CDB's Appraisal Report in the time and manner prescribed;
- Final remuneration on the project is conditional to the submission of Project Status and Project Completion reports to the CDB and GOSL on all pertinent components of the project within three months.

### **TERMS AND CONDITIONS**

- The DOHA shall make and provide relevant documents, data, statistics, and information

required for the project's execution.

- When necessary, the DOHA shall assign counterparts to assist the Project Coordinator in executing assigned duties.
- The DOHA will provide reasonable office space and equipment for carrying out the assignment.
- Documents or data provided by the Government of Saint Lucia for the purpose of this project shall be considered confidential and should not be disclosed to any party unless authorized by the Permanent Secretary.
- The Project Coordinator shall not accept any courtesies/invitations offered from any parties other than the Government of Saint Lucia.
- The Project Coordinator shall not have a potential conflict of interest and will undertake the assignment with the highest professional standards and exercise confidentiality in the discharge of the assignment.
- To ensure impartiality, the Project Coordinator must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods and services to the Project.
- The Project Coordinator shall conform to established ethical guidelines incorporated as an annex in the contract.

## **QUALIFICATIONS, EXPERIENCE and COMPETENCIES**

### **QUALIFICATION:**

- (a) Education: Master's Degree in any of the following: Project Management, Business Management, Strategic Management and five (5) years' experience as a project manager/administrator, or a Bachelor's Degree in Project Management, Business Management, Strategic Management and a minimum of ten (10) years' experience as a project manager/administrator.
- (b) Strong spoken and written communication skills and fluency in the English language.
- (c) Demonstrated effective planning and organisational skills and ability to handle work in an efficient and timely manner.
- (d) Ability to work effectively with stakeholders.
- (e) Demonstrated ability to develop and maintain effective work relationships with counterparts.
- (f) Ability to work independently and to maintain flexibility in working hours.
- (g) Communication – Ability to write in a clear and concise manner and to communicate effectively orally.
- (h) Professionalism.

### **EXPERIENCE:**

- (a) A minimum of five years' experience in leading a similar initiative.
- (b) Experienced in managing projects.
- (c) Proven experience and technical ability to manage social protection projects.

- (d) Wide range of experience in building good working relationships with a variety of stakeholder groups.
- (e) Project delivery in partnership with multiple suppliers.
- (f) Experience in Procurement concepts and principles with development organizations.
- (g) Language proficiency: Fluency in written and spoken English.

## **COMPETENCIES**

- (a) Leading and innovating: Apply critical thinking to current approaches, identify areas for improvement and try innovative solutions that deliver results. Inspires and influences others to drive innovation.
- (b) Results-oriented: Assumes personal responsibility and responsibility to meet deadlines and achieve agreed results and has the personal organization to do so. Defines challenging goals and continually seeks improvement. Acts as a trusted strategic consultant, partnering with employees to deliver results. Understands the most pressing challenges of stakeholders and contributes to solutions.
- (c) Collaboration within and between teams: Contributes productively to work and team performance. Keeps others informed to ensure integration and significant results. Exhibits a sense of reciprocity and respect and resolves conflicts productively. Seeks out and listens to other people's opinions to inform their own decisions and share information openly.
- (d) Applies and shares knowledge: Contributes to an environment in which knowledge is applied and shared transparently. Contributes to the unit's body of knowledge, applying lessons learned and experience. Actively invests in self-knowledge and seeks feedback. Builds personal and professional networks inside and outside the workgroup.
- (e) Discernment and analytical decision-making: Searches and analyzes facts, data and lessons learned to support sound and logical decisions about the work of one's own and others. Shows initiative when necessary and makes timely decisions.

The Consultant must be a citizen of a CDB Member Country or a permanent resident of a member country.