



Government of Saint Lucia

Ministry of Health, Wellness and Elderly Affairs

Terms of Reference

PROJECT COORDINATOR

Caribbean Development Bank-IDB Health Sector COVID-19 Response Project

**BUILDING CAPACITY AND RESILIENCE IN THE HEALTH SECTOR TO RESPOND TO
THE CORONAVIRUS -2019 PROJECT**

BACKGROUND

The Government of Saint Lucia received funding from the Caribbean Development Bank (CDB) towards building the capacity of the public health care system to respond to current and emergent health security threats by bolstering resilience in the health sector.

During the height of the COVID-19 Pandemic, Saint Lucia was faced with several challenges in its response to the effects of the COVID-19 and efforts to ensure built capacity for a resilient healthcare system. Some of the key challenges included:

- Weak institutional and human resource capacity of the health system to respond to health threats and emergencies.
- Negative psychosocial and emotional impact of the provision of care for COVID-19 patients on clinical staff.
- Insufficient Emergency Transportation Resources
- Increased risk of infection to Dental Staff and vulnerable clients.
- Deficiencies in capacity of risk communication
- Limitations in health financing

Accordingly, there is an urgent need for upgrading the system to strategically position the country to respond to present and emerging challenges. While over the long term there have been observable improvements in the capacity of Government of Saint Lucia (GOSL) to identify, prevent and respond to health security threats, there remain significant gaps in the country's core capacities.

To successfully meet this essential re-balancing requirement, GOSL must ensure the adequate functioning of the healthcare system, identify, and respond to transmission drivers and prepare for and manage the post-COVID-19 transition. It will also be critical to ensure that the health sector is properly positioned to meet current needs and face future health and health sector impacting emergencies.

OBJECTIVE OF THE ASSIGNMENT

This assignment's objective is to engage an Individual Consultant to serve as a Project Coordinator (PC). The PC will support the Programme Management Unit in the Ministry of Health in the implementation of the Health Sector COVID-19 Response Project. The PC will be responsible for the day-to-day management, coordination and implementation of the COVID-19 Response Programme.

The PC will work closely with the participating ministries and agencies within the Government of St. Lucia and with the CDB's 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 COVID-19 Response Programme. The Individual Consultant will also be responsible for ensuring project activities are conducted in accordance with GOSL and CDB requirements.

GENERAL SCOPE OF SERVICES

The PC will be supported by the COVID-19 Response Programme staff and will be required to coordinate and monitor all aspects of the implementation of the programme. Specifically, the PC will be required to:

The main responsibilities of the Project Coordinator are to:

1. Serve as focal point for the project, monitoring the implementation of all components and informing the Project Steering Committee (PSC) and CDB of any events likely to impact negatively or positively on implementation.
2. Facilitate project coordination, collaboration, and processing of all activities under the projects, monitoring the progress of components, and ensuring that end-of-activity reports are submitted and commented on promptly.
3. Prepare and submit monthly and bi-monthly reports to the Ministry of Finance.
4. Prepare and submit to CDB claims for disbursement or reimbursement.
5. Manage project implementation as per the schedule and liaise with CDB on all technical and administrative aspects of the programme.
6. Develop a Master Project Plan for all project activities, serve as secretary to the PSC and attend meetings on at least a quarterly basis
7. Monitor, evaluate, and schedule project Workplan activities and supervise the staff.
8. Consolidate technical progress reports.
9. Coordinate engagement with key stakeholders, developing, implementing, and monitoring a Communication and Engagement Strategy.
10. Ensure gender and social inclusion considerations are mainstreamed appropriately during project implementation.
11. Coordinate the work of the Social Inclusion and Gender mainstreaming Training Consultant.
12. Coordinate the work of all consultants, ensuring synergies as available.

SPECIFIC SCOPE OF SERVICES

The specific responsibilities and tasks of the Project Coordinator are as follows:

1. To lead and direct the Project Management Unit (PMU) to ensure the successful and effective attainment of the Project Development Objectives and Key Performance Indicators.
2. To prepare the Annual Work Plan of activities and budget in consultation with relevant stakeholders and submit to the Permanent Secretary for approval to ensure its implementation.
3. To ensure the effective implementation of Project activities and assignment of related tasks.
4. To coordinate the distribution of responsibilities amongst team members in accordance with approved plans.
5. To ensure timely reporting of project activities as needed including
 - a. Report on Project progress, status, challenges, implementation plans, budgets, and forecasts to the Project Steering Committee

- b. Preparation of quarterly results-based reports including narrative, status, financial on project progress for management, Project Implementation Unit, and other relevant bodies, in accordance with approved reporting formats
6. To advise and regularly report to the Permanent Secretary on project implementation activities and program plans and recommend project implementation strategies.
7. To conduct the necessary performance assessments for assigned staff using the Ministry of Health, Wellness and Elderly Affairs' performance appraisal mechanism.
8. To maintain a project repository with information, reports and data captured from the activities under the projects and/or are used in support of the projects.
9. To monitor the performance of individual consultants, firms, contractors, suppliers, and others engaged under the Project consistent with the distribution of responsibilities as per the contractual obligations.
10. To prepare and monitor the implementation of the risk management plans over the project life.
11. To assist in the preparation and or review of Terms of Reference, specifications and other technical information required for procurement
12. To prepare the End of Assignment Report detailing achieved targets, outcomes, challenges, and results against assignment work plan.
13. Any other related duty as assigned.

REPORTING REQUIREMENTS

Reports to the Permanent Secretary in the Ministry of Health, Wellness and Elderly Affairs and responds to the Minister when required; and makes presentations to 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 Caribbean Development Bank IBD COVID-19 Resilience Project will be engaged on a full-time basis and is expected to commence the assignment in October 2023 for a period of one year in the first instance.

OUTPUTS AND DELIVERABLES

- Annual Work Plan and Budget
- Stakeholder Engagement Plan
- Communications Plan
- Quarterly presentation to Project Steering Committee on the status, challenges, indicators, ongoing contracts, and the level of implementation project activities.
- Quarterly reports and project updates as required by the Permanent Secretary, Ministry of Health, Wellness and Elderly Affairs.

- Reports to meet the general and specific responsibilities of the assignment.

TERMS AND CONDITIONS

1. The Ministry of Health, Wellness and Elderly Affairs shall make and provide relevant documents, data, statistics, and information required for the project's execution.
2. When necessary, the Ministry shall assign counterparts to assist the Project Coordinator in executing assigned duties.
3. The Ministry will provide reasonable office space and equipment for carrying out the assignment.
4. The Project Coordinator will own and operate a motor vehicle for the effective performance of assigned tasks.
5. 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.
6. The Project Coordinator shall not accept any courtesies/invitations offered from any parties other than the Government of Saint Lucia.
7. 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 discharge of the assignment.
8. 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.
9. The Project Coordinator shall conform to established ethical guidelines incorporated as an annex in the contract.

QUALIFICATIONS AND EXPERIENCE

1. Master's Degree in any of the following: Project Management, Business Management, Strategic Management, Health Administration, Financial Management, Public Health, or health related field.
2. Professional Certification in Project Management or Diploma in Project Management is an asset (if advanced degree is not in the area of Project Management)
3. Demonstrated experience in the management of projects.
4. A minimum of five years' experience leading similar initiatives, preferably health projects funded by International Donors/Partners.
5. Demonstrated experience in building and maintaining good working relationships with a variety of stakeholder groups.
6. Experience with project delivery in partnership with multiple suppliers.
7. Experience in procurement concepts and principles with development organisations such as World Bank, ADB (Asian Development Bank), AFDB (African Development Bank), IDB

(InterAmerican Development Bank) and CDB Experience in infrastructure and/or health projects is an asset.

8. Experience in the integration of gender and social inclusion considerations in projects is an asset.

COMPETENCIES

- **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.
- **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.
- **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 in a productive way. Seeks out and listens to other people's opinions to inform their own decision and share information openly.
- **Applies and shares knowledge:** Contributes to an environment in which knowledge is applied and shared in a transparent way. 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.
- **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.