

## **TERMS OF REFERENCE FOR PROJECT COORDINATOR**

### **ENERGY EFFICIENCY AND SOLAR PHOTOVOLTAIC PLANT PROJECT**

#### **ST. VINCENT AND THE GRENADINES**

#### **1. BACKGROUND**

The Government of St. Vincent and the Grenadines (GOSVG) has received financing from the Caribbean Development Bank (CDB) for the Energy Efficiency Measures and Solar Photovoltaic Plant Project, whose scope includes:

- i. Replacement of existing High Pressure Sodium (HPS) and Mercury Vapour (MV) Street lamp
- ii. Implementation of energy efficiency measures in 20 Government Buildings
- iii. Construction of a 400kV solar photovoltaic (PV) system.

Accordingly, the services of a Project Coordinator (PC) is hereby being sought. The PC will lead the implementation team and will be responsible for coordinating and monitoring all aspects of the implementation of the Project. The PC will be supported by an Engineering Consultant (EC), who will oversee the government buildings upgrades and installation of the solar photovoltaic (PV) system. A Project Engineer (PE) from the St. Vincent Electricity Services Limited (VINLEC) will oversee the street lighting installation works by VINLEC personnel and disposal of disused materials. For the purposes of project implementation, the PE will liaise with the PC on matters related to procurement, the support of EC, and for the submission of progress reports. Additional administrative, technical and clerical support will be provided to PC and EC by GOSVG and to the PE by VINLEC.

#### **2. OBJECTIVE**

The objective of the consultancy is to lead as well as coordinate and monitor all aspects of the implementation of the Project.

#### **3. RESPONSIBILITIES**

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

- a. Preparing and submitting work plans for the Project to the GOSVG and CDB;
- b. Leading the project implementation team, including coordinating activities with VINLEC for implementation of the street lighting component of the

project, and the EC assigned to the implementation of the building efficiency works and the installation ;

- c. Monitoring and evaluation (M&E) of the Project, in a manner consistent with the Project's M&E Framework;
- d. Managing all procurement related to the Building Energy Efficiency improvements and to the PV plant installation, including preparation of procurement documents, ensuring that activities and procurement schedules are carefully planned and executed and that there is adherence to CDB's procurement procedures, and leading the team for evaluation of all bids and proposals received;
- e. Supervising the EC on behalf of the GOSVG;
- f. Submitting consultant's and progress reports to the GOSVG and CDB;
- g. Submitting to CDB, within six weeks after the end of each quarter, quarterly reports on the investment cost of the Project;
- h. Developing close working relationships with all project participants and stakeholders to achieve a shared vision of the Project and its objectives;
- i. Representing the GOSVG in all dealings with the consultant, suppliers and contractors;
- j. Expediting the submission to CDB of claims for disbursement/reimbursement with regard to all components financed from the Loan;
- k. Controlling the budget and introducing safeguards acceptable to CDB to prevent funds and assets misuse;
- l. Ensuring that all contractual obligation are adhered to and make all necessary arrangements to ensure implementation meets projected targets;
- m. Liaising with CDB on all relevant technical, financial and administrative aspects of the Project; and
- n. Preparing and submitting a Project Completion Report to CDB by the deadline specified in the Reporting Requirements contained in CDB's Appraisal Report.
- o. Updating the procurement plan at least annually and as otherwise necessary.

4. **MINIMUM REQUIREMENTS**

- a. A minimum of bachelors in Science, Engineering or Management Field, or related field, is required but a masters is desirable
- b. Training and at least 3 years of experience in project management
- c. Training and/or experience in procurement. Accepted candidate will be required to undergo further training in procurement.

5. **SELECTION CRITERIA** (Based on individual experience and qualifications)

- a. Knowledge of government project implementation processes in SVG
- b. Experience in project implementation in the OECS
- c. Experience in project management
- d. Experience in management of public sector procurement activities
- e. Academic qualifications
- f. Training in project management

6. **DURATION**

The consultant's contract will be for a period of one year initially which would be subject to renewal based on a measurably good performance in satisfying the objective of the consultancy.