



**PROJECT MANAGEMENT UNIT
WITHIN THE MINISTRY OF FINANCE**

THE GOVERNMENT OF ANTIGUA AND BARBUDA

TERMS OF REFERENCE

Job Title	PROJECT COORDINATOR FOR THE GREEN CLIMATE FUND BUILD PROJECT <i>Project Title: 'Resilience to hurricanes in the building sector in Antigua and Barbuda'</i>
Contracting Authority	Project Management Unit within the Ministry of Finance ('PMU MOF')
Type of Contract	Fixed Term – Contract for Services
Date of Issue	Monday 14 th December 2020
Extended Deadline for application	Wednesday 3rd February 2021
To Apply	<p>Suitable candidates are invited to submit the following documents:</p> <ul style="list-style-type: none">• Cover letter• Curriculum vitae (CV)• Contact information for three (3) reference• Financial proposal <p>Email the copy of the above referenced documents to the DOE@ab.gov.ag and copied to antiguaenvironmentdivision@gmail.com at the address stated below:</p> <p style="text-align: center;">Procurement Officer Department of Environment Botanical Gardens, Factory Road, St. John's Antigua</p> <p>Please use email subject line: "GCF Build – Project Coordinator"</p>
Duration of Contract	Twelve (12) months, Starting the 1 st February 2021. The first six (6) months will be considered as a probationary period for the Contractor. This Contract requires relocation to Antigua and has the possibility of annual extensions over the next six (6) years
Country	Antigua and Barbuda
Equal Employment Opportunity	The Department of Environment ('DOE ATG') provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DOE ATG strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programmes.

I. INTRODUCTION

Project's Background

Since its 2018 accreditation to the GCF as a direct access Accredited Entity ('AE'), the Department of Environment of Antigua and Barbuda ('DOE ATG') has been developing a number of projects that seek to secure the GCF's grant and concessional financing. This project funding will be used to support the implementation of Antigua and Barbuda's climate change priorities as outlined in its 2015 Nationally Determined Contributions and GCF Country Programme.

In August 2020, the DOE ATG presented a project to the GCF Board which was subsequently approved. The title of this project is the 'Resilience to Hurricanes in the Building Sector in Antigua and Barbuda Project' ('GCF Build Project').

The GCF Build Project is a six (6) year project with a proposed total financing amount of USD 46.1 million. Within this total amount, a grant funding component of USD 32.7 million will be financed by the GCF. This grant funding would be accompanied by a Government co-financing component of in-kind and cash contributions valued at USD 13.4 million. This co-financing will be used for baseline construction costs and labour, operation and maintenance, insurance, property costs, etc.

The main objective of this project is to shift the country's building sector away from costly reactive development towards a proactive approach in which buildings are adapted to withstand the increased frequency of high-intensity hurricanes, in line with the predictions for climate change. The proactive approach of this project will include the following main activities:

OUTPUT	ACTIVITY
<p>1. Climate-proofing interventions implemented in critical public service and community buildings to improve resilience to, and recovery from, extreme climate events</p>	<p>1.1 Implement climate-proofing measures on critical infrastructure. This involves the following measures for 52 priority buildings:</p> <ul style="list-style-type: none"> • Site specific climate proofing interventions for 52 buildings • Installation of back-up renewable energy solutions and energy efficiency measures for 34 buildings • Installation of water harvesting solutions for 52 buildings <p>1.2 Construct climate-resilient storm shelters attached to five (5) public clinics</p> <p>1.3 Construct a climate-resilient bunker to store emergency supplies for the health, energy, building and welfare sectors</p>

OUTPUT	ACTIVITY
	1.4 Implement measures to preserve vital information/data within public institutions
2. Climate change adaptation mainstreamed into the building sector and relevant financial mechanisms	<p>2.1 Mainstream climate change adaptation into the building sector by making provision for the Building Code in the <i>Physical Planning Act 2003</i> to become regulations, and updating Updating the Environmental Management System plans under the <i>Environmental Protection and Management Act 2019</i> to encourage the private sector to also become climate-resilient;</p> <p>2.2 Mainstream climate change adaptation for the building sector into public and private financial, insurance and banking sectors;</p> <p>2.3 Train relevant staff from the National Office of Disaster Services, Development Control Authority, and the Public Works Department as well as the private sector on operational procedures for long-term monitoring, maintenance and upscaling of climate-resilient renewable energy and water harvesting technologies in accordance with the national Building Code</p> <p>2.4 Train the local workforce on the installation, operation and maintenance of climate-proofing measures for the targeted buildings</p>
3. Climate information services strengthened to facilitate early action within the building sector to respond to extreme climate events.	<p>3.1 Climate information services strengthened to facilitate early action for extreme climate events</p> <p>3.2 Establish a formalised communication protocol to facilitate rapid information sharing and early action preceding an extreme climate event</p>

Project's Accredited Entity

DOE ATG is a department within with the Government of Antigua and Barbuda. DOE ATG is the AE for the GCF Build Project. As the AE, the DOE ATG will oversee the project implementation and administer its financing in line with its GCF approved procedures and project agreements. This will include all financial management and procurement responsibilities for this project.

Project's Executing Entity

Ministry of Finance ('MOF') is a ministry within the Government of Antigua and Barbuda. MOF is the Executing Entity ('EE') for the GCF Build Project. As the EE, the MOF will be

responsible for the project implementation via a purpose-built Project Management Unit ('PMU MOF'). The MOF was identified as the appropriate government entity to fulfil this role because of it has the necessary technical expertise for the implementation of project activities as well as its ability to provide financial risk mitigation measures (insurance, in-kind and cash).

The MOF has a proven track record of managing and implementing multiple national and regional projects with a focus on climate change adaptation, sustainable development and public sector social and digital transformation.

II. OBJECTIVE OF CONSULTANCY

The overarching objective of this 'Project Coordinator' position is to, *inter alia*: provide coordination and implementation services for the GCF Build Project; and ensure that the required outputs and activities are accomplished in an efficient and timely manner as outlined in the GCF Build Project's Funding Proposal and Funded Activity Agreement.

III. SCOPE OF WORK

The Project Coordinator for the GCF Build Project has the following key responsibilities:

Overarching responsibilities

- Provide technical and administrative leadership as well as inputs into the work of the project team and act as the representative of the project at regional and international levels;
- Observe policies and project management procedures of the AE to facilitate implementation and ensure delivery of high-quality outcomes and deliverables;
- Manage project files and data security across outputs;
- Facilitate responsive project learning through independent evaluations of activities and project impact, and communicate results to a wide audience;
- Complete any other task designated for the Project Coordinator in the project's Funding Proposal and Funded Activity Agreement.

Project launch

- Facilitate all project's necessary legislative and contractual arrangements with the GCF for the project;
- Meet the conditions stipulated by the GCF in the project's Funded Activity Agreement;
- Draft Terms of References and assist in the recruitment of project personnel;
- Support local partners to prepare work plans and budgets to facilitate disbursements
- Coordinate a project launch no later than two (2) weeks after the Effective Date of the project's Funded Activity Agreement.

Project implementation

- Set up project activities via cloud-based project management software (i.e. Smartsheet) to manage project scheduling, risks, reporting, tracking and dashboards, project files, and data security;
- Engage and manage open channels of communication with the DOE ATG, National Project Steering Committee ('NPSC'), and implementation partners via meetings, phone calls, email, conference lines and the project management software;
- Facilitate coordination and consistency of project implementation at national level;
- Coordinate and work with the PMU MOF personnel to ensure that work is delivered according to targets, work plans and the project logical framework;
- Supervise procurement per the approved procurement plans, budgets in accordance with work plans and verify disbursement of project funds, taking into account the decisions of project committees;
- Coordinate and contribute to the preparation and publication of scientific and technical outputs from the project
- Foster partnerships with a range of entities to promote the long-term impact and scaling-up of the project
- Draft press releases and participate in public relations activities and maintain high visibility of project progress and impact

Project reporting

- Update the project's risk register on a quarterly basis
- Prepare regular reports for the DOE ATG's Project Management Committee (PMC) and Technical Advisory Committee (TAC) meetings and provide support as required
- Monitor and report on committed in-kind and in-cash contributions for the project
- Facilitate independent monitoring and evaluation with DOE ATG as the AE and any of its designates;
- Prepare and submit the project's monthly reports and annual reports/proposals for the Government's Public Sector Investment Programme ('PSIP')

Project Documentation

- Ensure that the documentation of the project is clearly understood and documented;
- Ensure that the documents are readily available for the AE, Auditors and other stakeholders that need to access relevant data;
- To ensure that the project produces relevant information products as required by the MOF, DOE ATG, and the GCF;

IV. DELIVERABLES

The Project Coordinator is required to participate in project related technical meetings and provide for work plans with a schedule for the achievement of the project's key milestones/deliverables in accordance with the project's Funding Proposal and Funded Activity Agreement. The work plan will be used to effectively assess progress. The Project Coordinator is expected to produce, inter alia, the following stated below (*NOTE: The following are the indicative milestones/deliverables, implementation periods, and deadlines based on a summarized version of the project's Implementation Plan*):

DELIVERABLE	DEADLINE/ IMPLEMENTATION PERIOD
GENERAL	
Work Plan in a technical inception report outlining the proposed approach, milestones identification and outputs	No later than one (1) week after contract signing
Monthly Reports to the Project Manager and Immediate Supervisor via email and SmartSheet	End of every month
Interim Progress Reports & Annual Progress Reports	As prescribed by the project's Funded Activity Agreement and Proposal
Terms of Reference for Project Consultants	As prescribed by the project's Funded Activity Agreement and Proposal
Final Report the Project Manager and Immediate Supervisor via email and SmartSheet	Fifteen (15) working days of completing the specified scope of work
GCF BUILD PROJECT	
1.1.1 Detailed site-specific designs for all adaptation interventions for: Climate proofing 52 priority buildings	Q1 to Q6
1.1.4 Detailed site-specific designs for all adaptation interventions for: EE and RE measures in 34 priority buildings	Q1 to Q6
1.1.6 Detailed site-specific designs for all adaptation interventions for: - Water harvesting solutions in 54 priority buildings - Stormwater drainage solutions for 14 buildings in flood risk areas	Q1 to Q6
1.2.1 Detailed site-specific designs for: 5 hurricane shelters at public clinics	Q1 to Q6
1.2.1 Detailed site-specific designs for: 1 Climate-resilient bunker	Q1 to Q6

DELIVERABLE	DEADLINE/ IMPLEMENTATION PERIOD
2.1.1 Building Code Regulations drafted for the <i>Physical Planning Act 2003</i>	Q1 to Q4
2.1.3 Strategic Impact Assessment of the Building Code Regulations	Q1 to Q4
2.1.3 Recommendations made for the EMS Plans to be updated	Q2 to Q4
PM Project's Inception Report for the GCF submitted	Q2
1.1.1 Climate proofing measures installed: - 26 priority buildings by Q12 - 54 priority buildings by Q24	Q3 to Q24
1.1.3 Site-specific operational procedures developed for long-term maintenance of climate-proofing interventions for each priority building	Q3 to Q4
1.1.5 EE and RE solutions installed: - 16 priority buildings by Q12 - 53 priority buildings by Q24	Q3 to Q24
1.1.7 Water harvesting solutions installed: - 25 priority buildings by Q12 - 51 priority buildings by Q24 Stormwater drainage solutions installed: - 7 priority buildings in flood risk areas by Q12 - 14 priority buildings in flood risk areas by Q24	Q3 to Q24
1.2.2 Hurricane shelters constructed: - 2 shelters by Q12 - 5 shelters by Q24	Q3 to Q24
1.2.3 RE and water harvesting solutions installed: - 2 shelters by Q12 - 5 shelters by Q24	Q3 to Q24
1.3.3 Operational protocol developed for the stock and distribution management of emergency supplies for the bunker	Q3 to Q4
1.3.4 Battery recharge and replacement protocol developed	Q3 to Q4
1.4.1 Backup protocols developed for preserving critical information	Q3 to Q4
1.4.2 IT teams trained on the implementation of backup protocols: - Training 1 – Q8 - Training 2 – Q12 - Training 3 – Q16 - Training 4 – Q20 - Training 5 – Q24	Q3 to Q24
1.4.3 Physical protection measures designed for critical IT infrastructure	Q3 to Q4

DELIVERABLE	DEADLINE/ IMPLEMENTATION PERIOD
1.4.4 Physical protection measures implemented for critical IT infrastructure	Q3 to Q4
<p>2.2.2 SIRF Fund’s list of adaptation options refined using an evidenced-based approach that draws lessons from the SCCF and EDA:</p> <ul style="list-style-type: none"> - Lessons Learned Report 1 – Q8 - Lessons Learned Report 2 – Q12 - Lessons Learned Report 3 – Q16 - Lessons Learned Report 4 – Q20 - Lessons Learned Report 5 – Q24 	Q3 to Q24
<p>2.2.3 Decision-makers from NODS, DCA and PWD trained on how to access financial resources from the SIRF Fund</p> <ul style="list-style-type: none"> - Training 1 – Q8 - Training 2 – Q12 - Training 3 – Q16 - Training 4 – Q20 - Training 5 – Q24 	Q3 to Q24
<p>2.2.4 Lessons learned from SIRF Fund application & funding process:</p> <ul style="list-style-type: none"> - Lessons Learned Report 1 – Q8 - Lessons Learned Report 2 – Q12 - Lessons Learned Report 3 – Q16 - Lessons Learned Report 4 – Q20 - Lessons Learned Report 5 – Q24 	Q3 to Q24
<p>2.3.1 Building inspectors from DCA, building maintenance teams from PWD as well as other technical staff from these institutions trained on the implementation of the operational procedures:</p> <ul style="list-style-type: none"> - Training 1 – Q8 - Training 2 – Q12 - Training 3 – Q16 - Training 4 – Q20 - Training 5 – Q24 	Q3 to Q24
<p>2.3.2 Long-term monitoring framework for building-specific climate-proofing measures:</p> <ul style="list-style-type: none"> - Framework by Q4 - Engagement Workshop with relevant stakeholders conducted to assess the framework developed by Q12 	Q3 to Q12
<p>2.3.4 Gender-sensitive awareness campaign designed targeting the public and private sectors on the updated Building Code, the benefits of taking up climate-adaptive solutions within the building sector as well as the availability of certified climate change courses:</p> <ul style="list-style-type: none"> - Campaign Launch – Q6 - Campaign Report 1 – Q8 - Campaign Report 2 – Q12 	Q3 to Q24

DELIVERABLE	DEADLINE/ IMPLEMENTATION PERIOD
<ul style="list-style-type: none"> - Campaign Report 3 – Q16 - Campaign Report 4 – Q20 - Campaign Report 5 – Q24 	
<p>2.3.5 Gender-sensitive awareness-raising campaign designed for raising awareness within the government system on the availability of training courses:</p> <ul style="list-style-type: none"> - Campaign Launch – Q4 - Campaign Report 1 – Q8 - Campaign Report 2 – Q12 - Campaign Report 3 – Q16 - Campaign Report 4 – Q20 - Campaign Report 5 – Q24 	Q3 to Q24
<p>3.1.1 Centralised online server established to enhance real-time processing of climate data</p>	Q3 to Q4
<p>3.1.2 Technical capacity of staff within ABMS strengthened to collect, process and manage climate data in real time:</p> <ul style="list-style-type: none"> - Training 1 – Q4 - Training 2 – Q8 - Training 3 – Q12 - Training 4 – Q16 - Training 5 – Q20 - Training 6 – Q24 	Q3 to Q24
<p>3.1.3 Knowledge exchange trip to the nearest Regional Climate Centre under the auspices of the World Meteorological Organization (WMO) conducted to strengthen ABMS</p> <ul style="list-style-type: none"> - MOU signed by Q4 - Knowledge exchange trip by Q8 	Q3 to Q8
<p>1.2.4 Emergency protocols developed for each shelter</p>	Q5 to Q8
<p>1.3.2 Climate-resilient bunker constructed</p>	Q5 to Q8
<p>2.2.1 Consultations with representatives from the public and private sectors to identify entry points for accessing the SIRF fund for climate change adaptation measures that exceed the current thresholds of the fund, including introducing incremental cost reasoning to selection criteria, combined with incentive programmes, levies, insurance/risk management products and increased replenishment</p>	Q5 to Q8
<p>2.3.3 Partnership established with local training institutions such as ABICE to develop training programmes for relevant technical staff from public and private sector:</p> <ul style="list-style-type: none"> - Training Report 1 – Q8 - Training Report 2 – Q12 - Training Report 3 – Q16 	Q5 to Q24

DELIVERABLE	DEADLINE/ IMPLEMENTATION PERIOD
<ul style="list-style-type: none"> - Training Report 4 – Q20 - Training Report 5 – Q24 	
<p>2.4.1 Engagements with suitable training institutions such as ABICE to develop and deliver a training programme that targets the local workforce on how to install, operate and maintain climate change adaptation technologies in the building sector as well as implement early action protocols</p>	Q5 to Q8
<p>2.4.2 Training modules developed in line with regional and international occupational standards for climate change adaptation in the building sector</p>	Q5 to Q6
<p>2.4.4 Awareness building campaign designed on the opportunity for training on the installation, operation and maintenance of climate change adaptation technologies in the building sector, with the support of training institutions:</p> <ul style="list-style-type: none"> - Campaign Launch – Q46 - Campaign Report 1 – Q8 - Campaign Report 2 – Q12 - Campaign Report 3 – Q16 - Campaign Report 4 – Q20 - Campaign Report 5 – Q24 	Q5 to Q24
<p>3.1.4 Technical and institutional capacity of AMBS strengthened to develop early warning information products:</p> <ul style="list-style-type: none"> - Training Report 1 – Q8 - Training Report 2 – Q12 - Training Report 3 – Q16 - Training Report 4 – Q20 - Training Report 5 – Q24 	Q5 to Q24
<p>3.2.1 Formal communication protocol designed and operationalised to facilitate effective communication of impact-based forecasts:</p> <ul style="list-style-type: none"> - Protocol Developed – Q8 - Lessons Learned Report 2 – Q12 - Lessons Learned Report 3 – Q16 - Lessons Learned Report 4 – Q20 - Lessons Learned Report 5 – Q24 	Q5 to Q24
<p>3.2.2 Early action protocols designed and implemented for critical public service and community buildings</p> <ul style="list-style-type: none"> - Protocols Developed – Q8 - Lessons Learned Report 2 – Q12 - Lessons Learned Report 3 – Q16 - Lessons Learned Report 4 – Q20 - Lessons Learned Report 5 – Q24 	Q5 to Q24
<p>3.2.3 Public and private sector actors trained on the application of the early action protocols designed and developed under Sub-activity 3.2.2:</p>	Q5 to Q24

DELIVERABLE	DEADLINE/ IMPLEMENTATION PERIOD
<ul style="list-style-type: none"> - Training Report 1 – Q8 - Training Report 2 – Q12 - Training Report 3 – Q16 - Training Report 4 – Q20 - Training Report 5 – Q24 	
<p>3.2.4 Capacity of ABMS strengthened to disseminate early warning information products:</p> <ul style="list-style-type: none"> - Training Report 1 – Q8 - Training Report 2 – Q12 - Training Report 3 – Q16 - Training Report 4 – Q20 - Training Report 5 – Q24 	Q5 to Q24
<p>PM Project’s Annual Progress Report 1 for the GCF submitted</p>	Q5
<p>2.4.3 Training modules delivered:</p> <ul style="list-style-type: none"> - Training Report 2 – Q12 - Training Report 3 – Q16 - Training Report 4 – Q20 - Training Report 5 – Q24 	Q7 to Q24
<p>2.1.4 Annual meeting conducted with participation from relevant stakeholders to collate and share lessons learned from implementing the EMS plans and ensure that these plans:</p> <ul style="list-style-type: none"> - Annual Meeting Report 1 – Q12 - Annual Meeting Report 2 – Q16 - Annual Meeting Report 3 – Q20 - Annual Meeting Report 4 – Q24 	Q9 to Q24
<p>PM Project’s Annual Progress Report 2 for the GCF submitted</p>	Q9
<p>PM Project’s Interim Evaluation conducted</p>	Q11
<p>PM Project’s Annual Progress Report 3 for the GCF submitted</p>	Q13
<p>PM Project’s Annual Progress Report 4 for the GCF submitted</p>	Q17
<p>PM Project’s Completion Report for the GCF submitted</p>	Q21
<p>PM Project’s Final Evaluation conducted</p>	Q24

V. REPORTING

Under the general direction of the Project Manager, the Project Coordinator will be contracted to undertake the key responsibilities outlined in Section III (Scope of Work) and ensure the finalization of the deliverables and milestones outlined in Section IV (Deliverables) by the specified deadlines and to the GCF's satisfaction.

One (1) week after the contract has been signed by the consultant and the PMU MOF, the consultant will submit a detailed Work Plan, inclusive of timelines for the submission of monthly and final reports.

Within fifteen (15) working days of completing the specified scope of work, the consultant will prepare and submit to the DOE, a Final Report.

The Final Report should be submitted electronically via SmartSheet and email to the Immediate Supervisor and Project Manager.

The Project Coordinator will also be required to provide the following reports to illustrate the progress of the implementation of the project:

- Monthly project progress reports against milestones in the annual work programme;
- Annual work plans and budgets;
- Other reports as may be required by the Project Manager, DOE ATG, TAC, PMC, or NPSC
- Project's Annual Performance Reports ;
- Yearly reports with the list of investments and their climate change impacts financed by the project

VI. ARRANGEMENTS

The Project Coordinator will be provided office space in the PMU MOF's office in St. John's, Antigua.

VII. QUALIFICATIONS AND EXPERIENCE

- Master's degree preferably in business administration or civil engineering with project management experience;
- Training in Project Management including the use of the project management software Smartsheet is a plus;
- Minimum of five (5) years' experience in administration/management of national, regional and/or international projects
- Demonstrated experience in project risk assessment and risk management
- Demonstrate experience in Project procurement and Financial Management systems;

- Working knowledge of the environmental and Financial laws and policies of Antigua and Barbuda as well as be familiar with the policies and best practices of the multilateral environmental agreements
- Demonstrated leadership qualities
- Excellent negotiation skills
- Experience in effective facilitation of meetings and discussions
- Ability to work with senior government officials, regional, international and multilateral partners. research institutes, non-governmental organizations (NGOs), and local communities in Antigua and Barbuda,
- Proven time management skills with the ability to prioritize and ensure goals are met
- Familiarity with Geographic Information Systems
- Knowledge on Green Climate Fund's policies and procedures or United Nation Framework Convention on Climate Change process is an advantage
- Experience in in monitoring, reporting, and evaluation aspects of projects is an advantage.
- Fluency in written and spoken English and strong communication skills is a must

VIII. EVALUATION CRITERIA

The evaluation criteria and weightings that will be applied to this TOR are as follows:

CATEGORY	DESCRIPTION		WEIGHTING
1	Qualifications	Master's degree in relevant field (20)	30
		Project management experience (10)	
2	Experience	Minimum of 5 years' experience (10)	50
		Demonstrated leadership qualities assessed via 3 references (10)	
		Demonstrated experience in project risk assessment and risk management via 3 references (15)	
		Excellent negotiation skills via 3 references (10)	
		Knowledge of the laws of Antigua and Barbuda Assessed via interviews (5)	
3	Other	Understanding of the principles of the Just transition of the work force as well as early warning systems (5)	20
		Proven time management skills (5)	
		Knowledge of GCF policies and procedures or UNFCCC process (5)	
		Overall alignment with the culture of the Government of Antigua and Barbuda and ambition of the project (5)	
TOTAL			100

