

WINDWARD ISLANDS SECTOR TRANSFORMATION FOR LEARNING
ENHANCEMENT (WISTLE)

(P508559)

Terms of Reference for Project Coordinator, Grenada

Background

The World Bank's Board has approved a grant of US\$10 million from the Global Partnership for Education (GPE) to finance the WISTLE Project. The Project will be implemented by the Governments of Grenada, Dominica, Saint Lucia, and Saint Vincent and the Grenadines. Each participating country will receive funding to the amount of US\$2.4 million as a grant.

The project consists of four components, one per country, and a fifth component dedicated to "Regional Collaboration and Project Management".

The Grenada component of the WISTLE Project will provide for investments in an enhanced curriculum and assessment strategy for lower secondary schools (Forms 1 and 2), through the design of a curriculum framework and assessment strategy, the creation of digital curricula and relevant assessments, and the training of school leaders and teachers. Over the next four years, the Grenada component is expected to benefit about 350 teachers, 50 school leaders (principals, deputy principals and heads of department), 30 ministry staff, and some 3600 students.

For ease of language, in the remainder of this document, the "Grenada component" will be referred to as "the Project".

The Ministry of Education, through its different departments and units, will be actively involved in implementing the project activities. The Ministry is recruiting a Project Coordinator to work with the Ministry to ensure the proper implementation of the project.

Objective:

The Project Coordinator is expected to provide effective leadership in project implementation, so that its results are achieved as planned. The Project Coordinator will therefore assume overall responsibility for managing the project and will work closely with implementing agencies to

ensure project implementation, compliance, and accountability. The Project Coordinator will be supported by an Administrative Assistant.

Terms of Assignment

The Project Coordinator will report to the Permanent Secretary with responsibility for Educational Administration in the Ministry of Education [Grenada]. She/He will be expected to operate with autonomy and initiative in overseeing the implementation of the project and be the key counterpart in communications between the World Bank and the Government of Grenada on day-to-day WISTLE project matters and the related System Capacity Grant Activities. She/He will keep the Steering Committee and the Task Force, set up by the Ministry of Education [Grenada] in the framework of this project, regularly informed. It must be noted that this post does not include relocation allowance.

Duties and Responsibilities:

The duties/responsibilities of the Project Coordinator include, but are not limited to:

Project Coordination and Planning

- Managing the overall implementation of the project as per the Financing Agreement with the World Bank.
- Develop an annual detailed project work plan, including responsibilities and budget allocation for each sub-component and activity, and update the plans as needed.
- Coordinate all sub-components and activities of the Project including the planning, implementation, monitoring, evaluation and reporting, as stipulated by the Project's Financing Agreement, Project Appraisal Document (PAD), and Project Operational Manual (POM) in a timely manner.
- Coordinate and collaborate with the main implementing actors, in particular the different departments and units of the Ministry of Education.
- Organize regular project update meetings with the Permanent Secretary and relevant staff of the Ministry and ensure that operational and technical bottlenecks are addressed.

- Participate in meetings of the Steering Committee, Regional Coordination Group, and the Task Force and provide them with project updates.
- Liaise with the World Bank on relevant technical and administrative aspects of the Project.

Monitoring and reporting

- Prepare monthly or as needed meetings with the World Bank to report on implementation of activities.
- Prepare quarterly progress reports to inform the meetings of the Task Force and the Steering Committee.
- Prepare project semi-annual reports on progress with implementation and with results.
- Provide timely feedback to the end-of-activity reports, submitted by implementing actors.
- Prepare reports on the status of project execution by the dates stipulated in the Financing Agreement.
- Submit the Audited Annual Financial Reports prepared by the Government's Audit Department accompanied by a Management Report to the World Bank and the Ministry of Finance.

Participation in and support to implementation

- Participate in selected project activities to provide support, where needed, and gain insights into their quality and effectiveness.
- Provide technical guidance and support to implementing partners, in particular departments and units of the Ministry of Education, including by identifying tasks for which specialized technical assistance is needed.
- In collaboration with the Ministry of Education, co-ordinate the preparation of Terms of Reference.
- Seek the necessary Bank clearance on all Project activities that require such clearance (prior No Objection as the case may be) and ensure that such clearance is received before authorizing execution of the related activities.

- Ensure compliance with Project Operational Manual- as delineated in the Terms of Reference for the respective Financing Agreement and other relevant documents- in respect of all activities that are to be financed under such Agreement.

Support on System Capacity Grant Activities

- Coordinate the finalization and dissemination of the Education Sector Plan 2023 – 2030
- Liaise with the MOE focal point for the SCG activities to operationalize the SCG activities for Grenada
- Act as the Secretariat of the national SCG technical working group.
- Coordinate with the OECS Commission on the national implementation of the activities developed as regional public goods.

Staff supervision and support

- Supervise the work of the Administrative Assistant and provide support and guidance, where needed to the PIU.

Environmental and Social duties

- Prepare, update and implement E&S instruments detailed in the Environmental and Social Commitment Plan (ESCP) and in the Project Operations Manual.

Qualifications and experience (Minimum Requirements):

- Master's or Higher Degree in Education, Project Management or a relevant field from an accredited institution along with a minimum of five (5) years' experience.

OR

- Bachelor's degree in project management, Education or a relevant field from an accredited institution along with a minimum of ten (10) years' experience.
- Experience working with international organizations is ~~is~~ desirable.
- Experience working on Curriculum, Assessment, School Supervision in the secondary education sector is highly desirable.
- Certification in Project Management is an asset.

Skills and competencies

- Proven ability to effectively implement change management initiatives and influence others in the decision-making process with demonstrated leadership skills
- Demonstrated capacity to multi-task
- Demonstrated resourcefulness and initiative-taking
- Highly organized and capable of working independently
- Ability to work cooperatively with others and maintain positive working relationships.
- Excellent time management skills and communication skills
- Strong presentation and writing skills

Selection Criteria:

- a) Minimum **five (5) years** of verifiable, full-time equivalent (FTE) professional experience on education projects.
- b) At least **three (3) years** of this experience must be on projects geographically located in the Eastern Caribbean region.
- c) Verifiable experience on at least **one (1)** project financed by a multilateral development bank/international financial institution (e.g., World Bank, CDB, etc.).
- d) Demonstrated experience applying MDB/IFI procurement, financial management, or environmental and social policies on at least one (1) project.
- e) Demonstrated experience (e.g., through project reports, policy notes, or operational roles) analyzing or implementing education sector reforms in the Eastern Caribbean.
- f) At least **one (1) year** of documented experience working directly with the Ministry of Education in Grenada or on an education project primarily focused on Grenada.
- g) Demonstrated experience as a primary technical contributor on at least one (1) long-term project (6+ months) or two (2) short-term assignments in at least one of the following areas: Curriculum Development, Assessment and Examinations
- h) Verifiable experience as the lead project manager or coordinator for at least one (1) project with a duration of 12+ months
- i) Should be a resident of Grenada, Carriacou and Petite Martinique.

Duration

The Project Coordinator's contract will be for a period of twelve months (12). The renewal of the contract will be based on satisfactory performance determined on the basis of, inter alia, the evaluation of his/her performance of services using agreed targets and milestones. Performance appraisals will be undertaken every six (6) months.