TERMS OF REFERENCE

PROJECT COORDINATOR

1. BACKGROUND

1.01 The Government of Grenada (GOGR) has applied for financing from the Caribbean Development Bank (CDB), towards the cost of Sauteurs Coastal Protection Project (the Project), to provide protection for the coastline from extreme erosion due to wave action, especially from winter swells and intense storms.

1.02 The Coastal Design and Impact Assessment Report for Sauteurs Bay (2024) documented coastal erosion rates of up to 5.95m per year along sections of the Sauteurs Bay coastline. The property and livelihoods of several vulnerable households in the poor, rural Sauteurs Bay community, as well as vital social and economic services upon which they depend, face an urgent ongoing and increasingly severe threat due to their exposure to coastal hazards and the rapid rate of coastline erosion. Additionally, there is a main access road adjacent to the coast in Sauteurs Bay, which is also at risk of damage due to flooding and storm surge.

1.03 The Project will be executed by the Ministry of Infrastructure, Public Utilities, Civil Aviation and Transportation (MOID). The Project will be overseen by the Project Steering Committee. The Chief Technical Officer, MOID will be the Project Team Leader (PTL). MOID wishes to engage a Project Coordinator (PC) to support the execution of the Project.

2. OBJECTIVE

2.01 The objective of the consultancy is to provide project coordination services to ensure effective implementation of the Project, in support of the PTL, who will provide strategic oversight.

3. SCOPE OF SERVICES

3.01 The PC will be responsible for coordinating and monitoring all aspects of the implementation of the Project. Administrative, technical and clerical support will be provided by the MOID. PC's duties will include, but will not be limited to:

(a) preparation and submission to GOGR and CDB of quarterly work plans for the Project;

(b) providing direction to, and supervision of, the day-to-day operations of the Project, guided by the project documents and the quarterly work plans;

(c) monitoring and evaluation of the project, in a manner consistent with the Project's Monitoring & Evaluation Framework;

(d) supervision of all components, including ensuring that activities and procurement schedules are carefully planned and executed;

(e) developing close working relationships with all project participants and stakeholders (including NGOs, government departments, private sector, and Local Government officials) to achieve a shared vision of the Project and its objectives;

(f) representation of GOGR and MOID in its dealings with consultants, suppliers, contractors and other stakeholders;

(g) 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;

(h) liaising with CDB on all relevant technical, financial and administrative aspects of the Project;

(i) submitting to CDB the required Project reports outlined in the Reporting Requirements section of CDB's Appraisal Report in the time and manner prescribed;

Social and Environmental

(j) participation in, and reporting on, formal community engagement including discussions at public meetings;

(k) oversight of the integration of the social, gender, and environmental elements of the Project, including incorporating and monitoring the social and gender aspects of the Project at strategic points during implementation;

(l) ensuring that the mechanisms incorporated to meet CDB's Environmental and Social Safeguards are implemented;

(m) ensuring the timely development and delivery of the socially inclusive and gender responsive communication plan in a culturally appropriate, and context-specific manner

(n) promoting the economic empowerment of vulnerable populations in construction, including women, youth and persons with disabilities (PWDs), ensuring current gender stereotypes are not perpetuated.

Time Management

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

Financial Management

(p) controlling the budget and introducing safeguards acceptable to CDB to prevent funds and assets misuse;

(q) keeping accounts on project-related expenditure and disbursement activities;

(r) expediting of the preparation and submission to CDB of claims for disbursement or reimbursement with regard to all components financed from the Financing;

(s) submitting the required financial reports outlined in the Reporting Requirements section of CDB's Appraisal Report in the time and manner prescribed;

Procurement

(t) managing the procurement (invitation, selection and engagement) processes for the various consultants, contractors and suppliers;

(u) ensuring that there is adherence to CDB's procurement policy and procedures;

(v) keep the procurement plan updated by reviewing and revising it at least annually;

Contract Management

(w) management and administration of the implementation of the Project's contracts; and

(x) ensuring that all contractual obligations as well as Environmental, Social, Health and Safety (ESHS) requirements are adhered to and make all necessary arrangements to ensure implementation meets projected targets.

4. REPORTING REQUIREMENTS

4.01 The PC's reporting requirements are outlined in the Reporting Requirements section of CDB's Appraisal Report. Administrative, technical and clerical support will be provided by the PDD of MOID. Templates to guide the reporting requirements, including content and format, will be provided by CDB.

5. QUALIFICATIONS AND EXPERIENCE

5.01 The successful candidate should have:

(a) a first degree and post-graduate degree in a relevant discipline (e.g. Civil Engineering and or Construction/Project Management) with a minimum of 10 years' experience in project management, contract management, contract administration or logistics, and 5 years' experience in managing projects of comparable complexity and budgetary value to this Project; or

(b) a first degree in a relevant discipline (e.g. Civil Engineering and or Construction/Project Management) with a minimum of 15 years' experience in project management, contract management, contract administration and logistics in managing projects of comparable complexity and budgetary value to this Project.

5.02 A professional designation and experience working in the region, in the sector and with multi-lateral agencies would be assets.

6. DURATION

6.01 The assignment is expected to be conducted fulltime over a period of approximately 25 months, commencing February 2027.

7. ORGANISATIONAL ARRANGEMENTS

7.01 The PC will report to the PTL.

7.02 PC will be provided with a laptop, and mobile phone with a phone service plan.