

# **National Recovery Program Bureau**

## **Terms of Reference Individual Consultant**

### **CONTRACT MANAGER**

#### **1. BACKGROUND**

Following the devastation caused by hurricanes Irma and Maria, the Government of Sint Maarten prepared a consolidated National Recovery and Resilience Plan (NRRP) that prioritizes immediate, short-, medium- and long-term needs for the recovery, reconstruction and resilience of Sint Maarten. This Plan includes estimates of the financial requirements, costs and investments that are necessary to build Sint Maarten back better.

Since January 2018, the World Bank has been assisting the Government of Sint Maarten in the establishment and implementation of a recovery and reconstruction program to implement the NRRP. A significant component of this program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank and implemented by Sint Maarten.

#### **2. NATIONAL RECOVERY PROGRAM BUREAU**

In parallel to the establishment of the Trust Fund and the execution of the NRRP, the Government of Sint Maarten developed an institutional structure for the implementation of Trust Fund financed projects. This structure is materialized in the National Recovery Program Bureau (NRPB) and serves as the Project Implementation Unit (PIU) for Trust Fund projects for which the Government of Sint Maarten enters into a Grant Agreement. As such, the NRPB represents the Government of Sint Maarten vis-a-vis the World Bank in the implementation of Trust Fund financed projects.

All NRPB activities relate to projects or preparations thereof, approved by the Trust Fund Steering Committee, which consists of representatives from Sint Maarten, The Netherlands and the World Bank.

In its capacity of PIU, NRPB works closely together with the line Ministries in the preparation, coordination, execution and evaluation of the Trust Fund projects. In addition, the NRPB is responsible for all reporting and fiduciary responsibilities towards the World Bank.

#### **3. ROLE OF THE CONTRACT MANAGER**

The NRPB is currently responsible for the management of three projects of which the following two require dedicated contract managers to ensure proper implementation and administration of contracts.

The Emergency Recovery Project 1 (ERP 1) is the first project approved under the Trust Fund. The total project budget is USD 55.2 million. ERP1 consists of over 50 Activities divided over four project components: (i) Emergency measures for the recovery of disaster first responders and preparedness facilities, (ii) Restore public utility services, (iii) Housing and public building repair & reconstruction, and (iv) Support to the recovery institutional arrangements.

The second project requiring contract managers is the Emergency Debris Management Project (EDMP). It has a portfolio of up to USD 25 million divided over three components: (i) Debris Clearance and Management, (ii) Technical Assistance and (iii) Project Management and Implementation Support.

Currently the NRPB is seeking the recruitment of a Contract Manager to cover both ERP and EDMP.

## **OBJECTIVES OF THE ASSIGNMENT**

The main objectives of the assignment are:

1. Technical support to NRPB Management Team (Director and Program Managers) and project teams including Project Managers for ERP and EDMP on contract implementation regarding timeliness, compliance and adherence to contract conditions and regulations for Goods, Works and Services Contracts.
2. Monitoring, record keeping and updating, and timely reporting of the progress and performance by contractors/consultants of all contracts financed under the Projects.
3. Implementation/Enforcement of contract execution through close coordination with all relevant people in the projects, with special attention paid to cost and time control.

## **SCOPE OF SERVICES**

The detailed services to be provided by the Contract Manager include the following activities:

### ***Objective 1***

- a) Check all contract claims for correctness and maintain suitable checks that ensure project expenditure is undertaken in line with the contract conditions and project funding.
- b) Closely collaborate with procurement specialists to ensure that any contract modifications are in line with the NRPB and the World Bank procurement regulations.
- c) Provide supporting justification to the Project Manager regarding variations within Contracts.
- d) Advise/assist as required to provide technical input for Bid Documents for Projects-funded activities.
- e) Develop and conduct contract performance review in close collaboration with relevant NRPB staff, at the completion of each contract, and participate in review of deliverables submitted.

### ***Objective 2***

- a) Monitor the implementation progress of all contracts financed under the Projects, with regards to contractor/consultant compliance with the contract conditions, timely delivery of goods, works and services, etc.
- b) Assist the NRPB in the development and implementation of a Contracts Management database, for maintaining a complete set of Contract files that include, but not limited to Contract, variations, claims, contractual submissions and all official correspondence.
- c) Submit monthly progress reports identifying (i) implementation progress, (ii) issues affecting performance of the contract (from the side of consultants, contractors or the implementing agency), (iii) recommendations for improvements; (iv) any other relevant issue that may be requested by the Project Manager.
- d) Attend and facilitate Contract Pre-Start and managerial meetings and ensure all meetings are effectively conducted and follow the contract provision and best management practices.
- e) Attend technical meetings with counterparts & project participants and regular coordination meetings of the NRPB and Focal Points.
- f) Attend related workshops as required, providing brief feedback reports on all aspects of the Workshop.
- g) Provide information as required by the NRPB to support its reporting commitments to the Prime Minister, the Council of Ministers, the Trust Fund Steering Committee and the World Bank, as needed.

### **Objective 3**

- a) Identify and manage implementation issues that may arise under the contract. Specific attention to be given to timeliness, compliance and adherence to contract conditions, to the deliverables/requests etc.
- b) Assist the NRPB in developing responses to contractors/consultants' inquiries.
- c) In close collaboration with the Supervision Consultant, assist NRPB in managing and monitoring the quality of the services, goods and works in compliance with the contract documents. The Contract Manager shall not interfere with the role of the Supervisor (Engineer or Project Manager as defined in the works contract) towards the contractor/consultant.
- d) Conduct any other ad hoc technical or contract management work as directed by the Project Managers.

Any other task related to this function that will promote the long term effective and cohesive conclusion of the recovery program.

## **REPORTING OBLIGATIONS**

The Contract Manager will report directly to the ERP and EDMP Project Managers concerning the execution of the work. The Contract Manager can escalate contractual matters to the Program Manager in case of a need.

## **4. CONTRACT ARRANGEMENTS**

The Consultant will be selected based on the procedures for selection of individual consultants specified in the World Bank Regulations for IPF Borrowers, dated July 2016, revised November 2017 and August 2018. A lump sum contract is expected to be signed.

The start date of the contract will be March 2020 or soon thereafter. **The contract duration will be one year with a probation period of 2 months.** The successful Candidate is expected to work full time in Philipsburg, Sint Maarten unless work requires for domestic or overseas travel. The contract may be extended provided satisfactory performance and based on the needs of the Projects. The Consultant may be assigned contract management under other newly approved projects.

The success of the Contract Manager will be judged by the Program Managers, based on performance of the consultant.

## **QUALIFICATION REQUIREMENTS**

### Minimum Requirements

- Minimum of a Bachelor's Degree in Civil Engineering, Contract Management, Project Management or a related field.
- Experience in contract management, planning and analysis, preferably in construction and large infrastructure related investment projects.
- Minimum three (3) years' experience related to contract management role, such as purchasing and contracting.
- Administration and management support capabilities, to be proven by concrete experiences.
- Prior work experience in contract management of goods, services and Works contracts, including handling claims.
- The candidate must be computer literate, with high proficiency in computer software operations (Microsoft Word, Excel, Power-Point and data-base management etc.). Experience with using project management software, such as MS Project and AutoCAD.
- Advanced proficiency in English with excellent written, oral communication and listening skills.

### Preferred experiences

- Proven experience with donor-funded procurement and/or financial management procedures and proven knowledge of procurement regulations/guidelines of the World Bank or other Multilateral Bank is an advantage.
- Proficiency in Dutch is considered as an advantage.

### General Competencies

- Excellent communication, organization and time management skills with attention to detail.
- Good interpersonal skills; ability to work in a diverse environment with sensitivity and respect.
- Demonstrated ability to work in teams within a collaborative mode; develop and maintain effective work relationships with counterparts.
- Ability to manage priorities and workflow within deadlines and work efficiently under pressure.
- Ability to systematically analyze complex problems, draw relevant conclusions and implement appropriate solutions.
- Strong Analytical and Report Writing Skills.

## 5. HOW TO APPLY

Interested consultants can send their CV in English by email ONLY to the email address stated below. Applicants should ensure that their CV is received before Friday, January 10, 2020 12h00 AST. The Client reserves the right to accept or refuse any CV coming after this deadline.

In the subject line, clearly state the position you are applying for.

The CV should be sent to this email address: [jobopportunity@nrpbsxm.org](mailto:jobopportunity@nrpbsxm.org)

The CV should clearly present relevant experience to meet minimum requirements, preferred experience and general competences as outlined in the terms of reference above.