

National Recovery Program Bureau

Terms of Reference for Project Manager Enterprise Recovery Project (Individual Consultancy)

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.

A new financing project for micro, small, and medium sized enterprises (MSME) is being launched to support the recovery of the sector through direct financial assistance to contribute to the restoration of economic activity. The project has three components:

- Component 1: Direct financial support to MSMEs for investment and working capital.
- Component 2: Study of financial solutions for disaster resilience.
- Component 3: Training, project implementation, audit and monitoring and evaluation.

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 will be responsible for all reporting and fiduciary responsibilities towards the World Bank.

3. Role of the Project Manager Enterprise Recovery Project¹

The Project Manager will be responsible for managing the day-to-day operations of the project. This includes managing a small team, coordinating with the Central Bank of Curaçao and Sint Maarten (CBCS), reporting to the NRPB leadership and the World Bank. In particular, the Project Manager will be responsible for: (a) project management and coordination; (b) communication with relevant stakeholders; (c) reporting and monitoring and evaluation; (d) grievance management.

4. Key Duties and Responsibilities

Under the supervision of the NRPB, this full-time Project Manager is expected to perform the following tasks:

(a) Project Management and Coordination

- Ensure project implementation is carried out as per the signed Grant Agreement and the Operations Manual.
- Manage the project's team, support its hiring, and use project work plans for teamwork.
- Coordinate with the CBCS and WB as required, including through regular team meetings.
- Lead the roll-out of the project and subsequent years through the use of annual work plans.
- Ensure compliance with: fiduciary agreements and procurement guidelines; Project Procurement Strategy for Development (PPSD); Environmental and Social Management Framework (ESMF); and monitoring, reporting and evaluation of processes and results.
- Participate as a member of the bid evaluation team during the contracting process.
- Manage entire project workflow and respond to market responses appropriately.
- Approve deliverables of project staff and conduct annual performance reviews.
- Submit No-objection requests to the World Bank, coordinate project missions, be the point of contact with the World Bank.

(b) Communication with Relevant Stakeholders

- Lead the communications and public relations for the project proactively.
- Ensure communication is centralized through coordination with all relevant stakeholders (CBCS, Participating Financial Institutions, MSMEs, the general public).
- Use a range of communication channels including print, social media and others as appropriate.
- Re-assess communication strategy, adjust messaging as needed, and monitor media coverage on the project.

¹ More information on the Enterprise Recovery Project available at: <https://tinyurl.com/ya6f9chm>

(c) Reporting and Monitoring and Evaluation

- Manage MSME package monitoring through the work of the Operations Officer(s), the Procurement Officer and the Portfolio and Accounting Officer.
- With CBCS, monitor and prepare all World Bank project-reporting requirements - including project progress, financial and procurement reports - to ensure timely preparation, review and distribution.
- Ensure that the audit is conducted as per the guidelines in the PAD and the Operations Manual.
- Manage the third-party verification procurement including the drafting of the terms of reference.
- Manage the midterm review requirements as it relates to the pricing regime and that effect on M&E.

(d) Grievance Management

- Setup and launch the grievance redress mechanism for the project, in coordination with the safeguards officer(s).
- Be the focal point for grievances and respond to them in a timely manner.
- Keep a log of all grievances and the actions taken towards their resolution.

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

5. Contract arrangements

The start date of the contract will be February 2020 or soon thereafter. The contract duration will be 12 months. The successful candidate is expected to work full time within Philipsburg, Sint Maarten unless work requires for travel abroad.

The assignment is on a consultancy contract basis in which the consultant will receive a monthly lump-sum payment covering all expenses.

The success of the Project Manager will be judged by the Director of the NRPB, based on set deliverables.

6. Qualification requirements

Minimum Requirements

- At least a Bachelor's degree in finance, economics, business administration, or another relevant field.
- At least 5 years of experience working in the public and private sector.
- At least 2 years of experience working specifically in Project Management roles.
- Demonstrated skills in results-based project planning and management.

Experience

- Previous experience in the management and implementation of development projects is a plus.

- Previous experience working in projects financed by international organizations is a plus.
- A master's degree in a relevant field is a plus.

General Competencies

- Strong time management and organizational skills with attention to detail.
- Ability to manage priorities and workflow with strong multi-tasking and problem-solving skills.
- Strong analytical skills; ability to analyze and enhance best practices, processes and procedures to improve efficiency and effectiveness of program-wide operations.
- Ability to work with, lead and coordinate other professionals in the project team.
- The candidate must be computer literate, with high proficiency in Computer software operations (Microsoft Word, Excel, Power-Point and data-base management etc.).
- Proficiency in Dutch is considered an advantage.

7. How to Apply?

Interested consultants can send their CV by email ONLY to the email address stated below. Applicants should ensure that their CV is received before December 13, 2019, 12h00 AST. Any CV coming in after this date and time will not be considered.

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

National Recovery Program Bureau

jobopportunity@nrpbsxm.org

The CV should clearly show the relevant experience and competences outlined in the terms of reference above.