

National Recovery Program Bureau

Terms of Reference

For a

Framework for the restoration the Library/Cultural Heritage Center

Short term consultant

A. Background

Following the devastation caused by the 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 rebuild Sint Maarten.

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.

B. National Recovery Program Bureau

In parallel to the establishment of the Trust Fund and the execution of the NRRP, the Government of Sint Maarten has developed an institutional structure for the implementation of Trust Fund financed projects. This structure has materialized in the form of 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. This project is part of the Fostering Resilient Learning Project (FRLP).

In its capacity of PIU, NRPB works closely together with the line Ministries (i.e. the Ministry of Education, Culture, Youth, and Sport--MECYS, and the Ministry of Public Housing, Spatial Development, Environment, and Infrastructure (VROMI) in the preparation, coordination, execution, and evaluation of the Trust Fund-financed projects. Also, the NRPB is responsible for all reporting and fiduciary responsibilities towards the World Bank.

C. About Restoring the Library/Cultural Heritage Center

The Philipsburg Jubilee Library (PJL) was established in 1923 and over the decades constantly adapted itself to the new circumstances. In 1982 the PJL acquired a long lease on the properties and in 1984 the PJL became the owner of a new building. The last decade, PJL transformed itself into a center critical to Sint Maarten's rich social, cultural heritage, and vibrant artistic community. At the same time, PJL embraced the possibilities of technology and started a multi-media lab, on-line virtual services, and digitalization to stimulate and support reading and literacy and to give easier access to different resources.

Before the hurricanes, the PJL organized frequent cultural and heritage events, including an introduction to arts, debates, and awareness on social subjects, awareness, protection, and response to gender-based violence (GBV), black history acknowledgment, and a culture and heritage appreciation program. Furthermore, the PJL intensified its programming to promote reading in conjunction with the schools. The PJL, with about 40,000 visitors annually, was also used as a learning center for students and adults, with free access to the internet, local archives, print, audio and digital media, and of course books. It became an easily accessible and appreciated community center for the whole community.

After the hurricanes, however, the PJL building was damaged beyond repair and relocated to a smaller temporary location. As a result, it had to limit its services and focus on the most basic literacy services such as providing books, e-books, magazines, and small scale courses. The PJL, however, remains popular within the community, receiving about 23,500 visitors in 2018. I

In 2018, the PJL entered into a memorandum of understanding (MoU) with the Sint Maarten National Heritage Foundation (the museum) and the Sint Maarten Archeological Center Foundation (SIMARC); the MoU intends to set a platform for joint housing and services in a Cultural Heritage Center. The center aims to cover culture and heritage, arts, knowledge and resource, and reading and learning.

It is the Government's objective to rebuild the PJL into a strong social and physical infrastructure, prepared for future hazards to facilitate free access to culture and learning for the entire community, especially for low-income populations, youth, and elderly. To restore and also enhance the PJL's services will be key to free access to learning, information, to facilitate research and innovation, to preserve heritage, and to present a unique community platform, notably through an active collaboration with the museum, SIMARC and potentially other related entities.

It is also the Government's objective to create an all-inclusive epicenter as an appealing public space for the whole community and visitors that further enhances the position of Philipsburg as the Culture and Arts Capital of Sint Maarten.

D. Role of the Consultant

The objective of the assignment is to support MECYS and NRPB in adequately preparing the rebuilding of a Library/ Cultural Heritage Center by (i) developing an institutional framework for collaboration and (ii) by advising on functionality of the new building. The consultant will do this by carrying out the following tasks:

1. **Assessment of the previous, existing and future services and governance mechanisms of the PJJ.**

The consultant will review the current PJJ’s services and governance mechanisms as well as those that were in place before Hurricane Irma. The consultant will also review the pre-hurricane and ongoing collaboration between the Library, SIMARC and the Museum and the vision for future services for PJJ through several stakeholders sessions.

2. **Consensus document.** Based on the assessment and key stakeholders consultation and input, the consultant will prepare a Consensus Document, that will include:

- i Vision, relevance, and feasibility of MECYS’ plans for the use of the Library;
- ii Services to be provided by PJJ;
- iii PJJ governance mechanisms (including staffing, procurement and financial management;)
- iv Collaboration between PJJ, the Museum and SIMARC;
- v Funding matrix, including own contribution and subsidy;
- vi Organizational and financial sustainability;
- vii Advise on minimum requirements on, *inter alia*, accessibility, functionality, logistics, environment, safety and security, sustainability, and spatial development, for NRPB validation and transmission to the engineering firm preparing the architectural designs and bidding documents

The assignment will consist of desk research and stakeholder consultations. For the desk research, MECYS will make available relevant (draft) policies on the topic of cultural heritage and the library.

E. Deliverables and Payment Schedule

The consultant will be provided by the Ministry all relevant documentation draft and in final version policy plans of the Philipsburg Jubilee Library, The Museum & SIMARC necessary for his or her background review, planning and overall conception of the project task inclusive to Stakeholders & MECYS plan and vision for the project.

The Consultant will be responsible for the following key deliverables:

Deliverables	Estimated time	Payment
Delivery of workplan to NRPB	5 working days after signature of contract	10% at signature of contract
1. Assessment of pre-hurricane, current and future services and governance mechanisms		
Draft Assessment sent to NRPB, MECYS, PJJ and the World Bank, for comments	15 working days after approval of the workplan by NRPB	25%

Final assessment sent to NRPB	5 working days after reception of consolidated comments from NRPB	20%
2. Consensus document		
Draft report sent to NRPB, MECYS, PJJ and the World Bank , for comments	15 working days after submission of final assessment	20%
Final report sent to NRPB	5 working days after reception of consolidated comments from NRPB	25%

F. Qualifications

Education and Professional Experience

- i A seasoned and experienced professional with education and wide-ranging experience in one or more of the following areas A Masters’ or Bachelor’s degree in Business Management, Information Management, Change Management, Library, Education, or any relevant combination of education Learning and/or media.
 - 1 With Bachelor’s degree: 7 years of work experience
 - 2 With Master’s degree: 5 years of work experience
- ii Experience in institutional planning and financing, preferably related to education, library, information-, media- and/or other learning services in the public and non-governmental sector. Experience with innovation in arts, heritage and community services is an advantage.
- iii Experience with community engagement and consultation.

Additional Skills

- i Strong knowledge of: Innovative learning centers;
- ii ICT-aspects of comprehensive learning;
- iii Public-private partnership in innovations in education, arts and community mobilization;
- iv Innovations of educational learning services and the technological support thereof;
- v Ability to speak and write in English is a requirement.

G. Reporting and contract duration

This assignment will be contracted to an individual consultant under a lump-sum arrangement. Payment will occur according to the schedule of deliverables mentioned under Chapter E. The number of days mentioned is the estimated time it will take the consultant to deliver each item. The assignment should be completed in a total of 14 weeks from contract signing

The consultant is expected to start in February or soon thereafter. The consultant will report to the Project Manager, NRPB.

In addition, the consultant will work in close collaboration with MECYS, especially with :

- The Head of the Department of Culture, MECYS Resilient Team & MECYS Project Coordinator;
- PJJ taskforce and key stakeholders; Assist PM/NRPB Procurement in the validation and transmission to the engineering firm preparing the architectural designs and bidding documents
- Regularly liaise with the FRLP Project Manager, other NRPB Officers, and the PJJ project manager and coordinator in the interest of effective planning and progress of the PPG activities;

The consultant will participate in consultations with stakeholders, including users.

Since travel and congregation are currently restricted due to the COVID-19 Pandemic, the consultant will determine with the Project Manager the most efficient one to carry out this study.

12. 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 15th January 2021, 12h00 AST. Any application 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

Thijn Laurensse

procurement@nrpbxm.org

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