

# National Recovery Program Bureau

## TERMS OF REFERENCE

For

### Individual Consultant (12 months) - Time-Based

#### Senior Policy Advisor – Housing

##### Background

Following the devastation caused by Hurricane Irma and Hurricane Maria in September 2017, the Government of Sint Maarten embarked on a large-scale recovery and reconstruction program, based on the principle of building back better.

Since January 2018, the World Bank is assisting the Government of Sint Maarten. A significant part of Sint Maarten's ongoing recovery and reconstruction program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank, and implemented by Sint Maarten.

To support the implementation of the Trust Fund, the Government of Sint Maarten established the National Recovery Program Bureau (NRPB), which serves as the Project Implementation Unit (PIU) for the Government of Sint Maarten.

##### About the Project

For many years there has been a lack of affordable housing on Sint Maarten. The passing of the devastating hurricanes Irma and Maria in 2017 destroyed many homes on the island and studies in 2019 listed the long waiting list for social housing and indicated shortcoming in the institutional framework and organizational capacity for social housing. To address this the Steering Committee of the Trust Fund has earmarked 20 million United States Dollars for a Housing Project.

The current (draft) scope of the project is to:

1. Strengthen the capacity of the Sint Maarten Housing Development Foundation (SMHDF) to build and manage social housing for low-income groups in a financially sustainable manner.

2. Strengthen the capacity of the Ministry of Public Housing, Spatial Planning, Environment, and Infrastructure (VROMI) to implement comprehensive housing policy, strategy, and programs for social, affordable, and market-rate housing.
3. Construct new social housing for rent by lower-income households to be managed by SMHDF.

The relationship between the Government of Sint Maarten and the SMHDF is governed by a Performance Agreement signed on June 23, 1997. This Performance Agreement outlines how the independent housing agency should allocate the units and calculate its rents, and the responsibilities and tasks for Government, including subsidies and income information. The Government and SMHDF both recognize that the current Performance Agreement is outdated and needs to be revised. It is expected that the Performance Agreement will be revised during project preparation through a structured negotiation process with active involvement from VROMI, SMHDF, NRPB, and the World Bank teams.

## **Role of the Senior Policy Advisor – Housing**

The Senior Policy Adviser (“The Consultant”) is an experienced consultant who will provide expertise and technical advice to the Ministry of VROMI and the Government of Sint Maarten on the development of a comprehensive national housing policy and strategy, design and implementation of well-targeted housing programs, and governance of SMHDF. The Consultant will also support the Ministry of VROMI during the Performance Agreement revision process.

## **Key Responsibilities of the Role**

The consultant will be contracted to:

- Work closely with the Minister of VROMI and their staff to review existing housing policy documents and articulate a clear vision for the housing sector of Sint Maarten.
- Help VROMI develop a comprehensive housing policy, based on the Ministry’s vision for the sector, and a strategy for achieving the vision through a range of programs and projects targeted to specific housing market challenges or income groups. (Note: VROMI-led housing projects and programs would be financed outside of this Housing Project.)
- Help VROMI draft concept documents for the housing programs/projects above, including objectives, scope, targeted beneficiaries, expected results, timeframe, resources required, implementation arrangements, monitoring and evaluation arrangements, etc.
- Provide additional advice, guidance, or brief technical trainings to VROMI staff on housing sector topics, as needed.

- Assess the institutional capacity within VROMI with respect to housing policy and programs, identify capacity gaps or opportunities, and prepare an institutional capacity building plan which could be implemented under the Housing Project. The institutional capacity building plan could include activities such as staff training programs; documentation and standard operating procedures; communication campaigns; consultancies to provide detailed analysis and recommendations; computer hardware, software, and other IT systems; and equipment purchase.
- Help VROMI to review the existing Performance Agreement, draft inputs for a revised Performance Agreement, and participate in negotiations with SMHDF on the final text.
- Help strengthen the professional relationship, coordination mechanisms and communication channels between VROMI and SMHDF.
- Build and maintain rapport other key stakeholders such as Ministry of Finance (notably on institutional subsidies), Ministry of Public Health, Social Development and Labor Affairs (notably on income-related subsidies), Rent Tribunal, housing builders and housing finance institutions.

The consultant will work with the focal point(s) of VROMI for this project and the Project Manager (and eventually project team) to be appointed at the NRPB. The consultant will be placed in the Staff Bureau of VROMI.

## **Contractual Arrangements**

The start date of the contract will be in April 2023 or soon thereafter. The initial contract term will be 12 months and will be renewable until project closure, based on satisfactory performance. The successful candidate is expected to be based within Philipsburg, Sint Maarten, except where situations demand travel outside the project area. The performance of the consultant will be appraised by the Senior Program Manager, based on the timely delivery of agreed upon deliverables within the contract, project components, and sub projects.

## **Qualification Requirements**

### Minimum Requirements

- Master's or bachelor's degree in Urban Planning, Land and Real Estate Development, Public Policy, International Development, Law, Business, Civil Engineering, or a Housing related field.
  - With a master's degree: A minimum of 8 years of relevant professional experience.
  - With a bachelor's degree: A minimum of 10 years of relevant professional experience.
- Advanced proficiency in English in speech and writing.
- At least 5 years' experience in leading a team.

- Proven experience with preparation and implementation of affordable and social housing policies and programs.
- Proven experience in strategic planning and/or high-level public sector management.
- Proven experience in preparing well written and researched policy documents.
- Experience in drafting reports, training materials, and briefings.
- Experience in capacity development (persons, teams, or organizations).

### Preferred Experience

- Experience in institutional and financial framework development.
- Understanding of the context and social challenges faced by Small Island/ Developing States (SIDS) in the Caribbean and Latin America.
- Experience with (negotiating) Performance Agreements or Public Private Partnerships.
- Experience in dealing with contradicting, principled and fundamental interests.
- Experience working with donor funded projects and preferably with the World Bank financed operations.
- Proficiency in Dutch is considered an advantage.

### General Competencies

- Strong policy-oriented background.
- Strong communication skills.
- Resilience, openness to change, and positive attitude.
- Demonstrate strategic foresight and the ability to integrate diverse perspectives.
- Independent thinker, self-starter with perseverance.
- Ability to work with other professionals in the project.
- Time management and organizational skills with attention to detail.

### **How to Apply**

Interested consultants can send their CV in English by e-mail ONLY to [jobopportunity@nrpbxm.org](mailto:jobopportunity@nrpbxm.org).

In the subject line, please state, "Senior Policy Advisor - Housing". The CV should clearly present relevant experience to meet minimum requirements, preferred experience, and general competences as outlined in this terms of reference.

Applicants should ensure that their CV is received before Monday, March 27, 2023, at 17h00 AST. Any CVs received after this deadline may not be considered.

**\*\* Interested persons please note that the deadline has been extended to Monday, April 3, 2023, at 17h00 AST. \*\***

When applying, please consider the following requirements:

- Upon selection for an interview, applicants will be requested to produce evidence of the educational and professional qualifications pertaining to the minimum requirements. References may be asked for.
- Applicants may also be subject to satisfactory background checks.