

National Recovery Program Bureau

TERMS OF REFERENCE

For

Individual Consultant (12 months) - Time-Based

Project Officer – Improving Mental Health Services Project (IMHSP)

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 Improving Mental Health Services Project (IMHSP)

The project aims to improve mental health service delivery on Sint Maarten and consists of implementing a wide range of activities, including sector development activities and the construction of a new mental health facility. IMHSP works closely with multiple stakeholders, amongst others the Mental Health Foundation (MHF) and the Ministry of Health, Social Development, and Labor (VSA).

The project budget is 8 million USD with counterpart funding of maximum 10 million expected to follow encompassing 2 main components:

Component 1: Supporting the strengthening of the national mental health system

This component finances technical assistance, training, goods, non-consulting services, and operational costs for: (i) strengthening mental health governance capacity; ii) providing technical support for updating the mental health financing system and related legislation to address gaps in mental health

service delivery (within the boundaries of the national legislative context and guided by the Government's needs for support); (iii) prevention and mental health promotion activities; and (iv) strengthening screening, treatment protocols, referral protocols, and mental health expertise within the mental health care chain, including but not limited to MHF, GPs, and frontline workers.

Component 2: Construction of a new MHF facility

Component 2 included two sub-components. Sub-component 2.1 will finance consulting services for the design of the new MHF building, goods (furniture, surveillance systems, IT equipment, etc.) to support the provision of services by the MHF, and technical expertise (architect/civil engineer) to oversee the soundness/quality of the design. Sub-component 2.2 will finance civil works and supervision of the works for the new MHF facility. The new facility will be built on land already acquired by MHF. It will include a day-care treatment facility, crisis intervention rooms, office space, and out/inpatient treatment rooms.

Role of the Project Officer – IMHSP

The role of the Project Officer is to support the Project Manager by coordinating and overseeing the day-to-day operational aspects of the project, ensuring activities are completed on schedule and within scope. The Project Officer will directly influence the project's success through strategic planning, stakeholder engagement, and meticulous documentation, contributing to improved mental health services across the island. The role includes coordination of activities, monitoring and reporting on project progress, and ensuring efficient execution of the workplan.

Key Duties and Responsibilities

1. Project Planning and Coordination:

- Assist in developing and updating project plans, schedules, and documentation.
- Facilitate and document (project) meetings, ensuring actionable items are clearly recorded and followed upon.
- Oversee the distribution and coordination of project communications and documentation.

2. Monitoring and Reporting:

- Monitor project timelines and deliverables, reporting any delays or issues to the Project Manager.
- Prepare regular progress reports and presentations for review by the Project Management team and stakeholders.
- Provide input for management reports as required (Monthly, Quarterly, Yearly reporting).

- Assist in the preparation of the Annual Work Plan and Budget, ensuring alignment with project objectives.

3. Administrative Support:

- Manage project documentation and ensure all project information is appropriately documented and secured.
- Maintain a database of all project contacts and distribute communications to team members and stakeholders.
- Handle the logistical aspects of project management and project activities, including stakeholder meetings and field visits.

4. Stakeholder Engagement:

- Liaise with internal and external stakeholders in order to meet project deadlines.
- Support the organization and facilitation of stakeholder meetings and workshops ensuring diverse views are considered in project decision-making.
- Update the Stakeholder Engagement Plan to enhance collaborative relationships.
- Assist in the implementation of the Stakeholder Engagement Plan to ensure effective communication and involvement of all stakeholders.

5. Compliance and Quality Control:

- Monitor compliance with environmental and social standards.
- Assist in ensuring that project activities comply with organizational standards and government regulations.
- Identify and support implementation issues that may arise under assigned contracts. Specific attention is to be given to timeliness, compliance, and adherence to contract conditions, to the deliverables/requests etc.

Reporting Obligations

The Project Officer is part of the IMHSP Project Team and reports to the IMHSP Project Manager. A detailed monthly report must be submitted each month, along with timesheets (NRPB template) and the Project Officer's invoice.

Contractual Arrangements

The successful consultant will be offered a time-based contract.

The start date of the contract will be October 2024 or soon thereafter. The contract duration will be 12 months, renewable based on satisfactory performance. The successful candidate is expected to work full time in Philipsburg, Sint Maarten, unless work requires for domestic or overseas travel. The success of the Project Officer will be judged by the IMHSP Project Manager, based on the performance of the consultant.

Qualification Requirements

Minimum Requirements

- Minimum of a bachelor's degree in Contract Management, Project Management, Business Administration, Political Science, International Relations, Public Health, or a related field.
- Minimum three (3) years' experience related to a supportive contract management role, such as purchasing and contracting.
- Demonstrated administration and management support capabilities, to be proven by concrete experiences.
- Demonstrated ability to handle multiple tasks in a fast-paced environment to be proven by concrete experiences.
- The candidate must be computer literate, with high proficiency in computer software operations (Microsoft Word, Excel, Power Point, SharePoint, Teams, and database management, etc.). Experience with using project management software, such as MS Project.
- Advanced proficiency in English with excellent written, oral communication and listening skills.

Preferred Experience

- Experience with projects financed through international financing institutions is an advantage.
- Professional experience in the mental health sector is an advantage.
- Proven engagement with a diverse range of stakeholders, from community members to government officials, is an advantage.

- Proficiency in Dutch is considered as an advantage.
- Master's level is considered as an advantage.

Strategic Competencies – Brief Description

NRPB as an organization is committed not only to what we must achieve but also to how we are going to reach our objectives. Therefore, for this position we are looking for a profile that displays the following competencies:

Professional Acumen - Intermediate Level

- Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems.
- Strong time management skills.
- Manages priorities and workflows.
- Sees opportunities and takes the initiative to act on them.
- Understands that responsible use of resources maximizes our impact on our beneficiaries.
- Open to change and flexible in a fast-paced environment.

Looking at the bigger picture – Strategic outlook – Intermediate Level

- Analyses data in order to make recommendations in their area of expertise.
- Has the ability to apply principles of finance, marketing, technology, safeguards, legal, HR, and policy building into day-to-day activities.

Leading myself and others – Intermediate Level

- Shares own knowledge and best practices with others for the purpose of assisting in their ongoing development.

Respect for diversity - Intermediate level

- Treats all individuals with respect.
- Responds sensitively to differences and encourages others to do the same.
- Shows flexibility in changing the styles when faced with multiple dimensions of culture to be effective across cultural contexts.

- Understands multiple cultural frameworks, values, and norms.

Successful Communication – Intermediate level

- Explains issues clearly and succinctly.
- Writes clearly and succinctly in standard communication settings.
- Develops a logical structure and presents ideas in a logical sequence.
- Remains calm when dealing with conflicts.

Relationship Building. Consultation and Collaboration – Intermediate level

- Establishes and maintains relationships and alliances.
- Shares information and readily determines whom to go to for relevant information.
- Seeks assistance and feedback in the problem-solving process.
- Discusses problems with team members that could impact results.

Courage and Integrity – Intermediate level

- Maintains general knowledge of ethics, laws, regulations, standards that may impact the organization.
- Enforces policies consistently.
- Exhibits a commitment to integrity and ethics.
- Seeks feedback from others to guide decisions and actions in personal and professional situations.

How to Apply

Interested consultants can send their CV in English by e-mail ONLY to jobopportunity@nrpbsxm.org.

In the subject line, please state, “Project Officer – IMHSP”. The CV should clearly present relevant experience to meet minimum requirements, preferred experience, and general competences as outlined in these terms of reference.

Applicants should ensure that their CV is received before **August 13th at 17h00 AST**. Any CVs received after this deadline may not be considered.

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.