

National Recovery Program Bureau

TERMS OF REFERENCE

For

Individual Consultant (12 months) - Time-Based

Project Officer – Emergency Debris Management Project (EDMP) and Wastewater Management Project (SWMP)

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 Emergency Debris Management Project (EDMP)

One of NRPB's projects is the Emergency Debris Management Project (EDMP). This project was approved on December 21, 2018, and became effective on January 31, 2019. The project finances the management of debris from the hurricanes and reconstruction activities to facilitate recovery and reduce risks. Main activities include the improvement of debris management operations at the municipal waste disposal sites, the vessel salvaging and removal in the Simpson Bay Lagoon, Mullet Pond, and removal of debris from their shoreline, the car wrecks collection and disposal, the debris clearance and disposal and the temporary debris storage and reduction (TDSR).

For the implementation of this project, the NRPB works closely together with relevant line-ministries, including the Ministry of Public Housing, Spatial Planning, Environment, and Infrastructure (VROMI) and the Ministry of Public Health, Social Development and Labor (VSA).

About the Wastewater Management Project (SWMP)

The Wastewater Management Project implements a wide range of activities, in close collaboration with government counterparts and ministries, notably Ministry of Public Housing, Spatial Planning, Environment, and Infrastructure (hereinafter referred to as “VROMI”).

The project consists of the improvement of the coverage and performance of the wastewater system in Sint Maarten. This will be done through the expansion of the existing sewerage network to enable the connection for residents and commercial enterprises, the rehabilitation of critical parts of the existing sewage system to improve its climate resilience and operational efficiency and the improvement of the wastewater treatment plant.

Role of the Project Officer

The Project Officer is responsible for:

- Technical and financial support to EDMP and SWMP projects (hereafter the projects) on contract management and oversight regarding timelines, compliance, and conditions and requirements for Goods, Works, Consulting Services, and non-Consulting Services Contracts.
- Monitoring, record keeping and updating, and timely reporting of the progress and performance by contractors/consultants of all contracts financed under the projects.
- Ensuring alignment with internal (NRPB) contractual procedures, including finance (and budgeting), procurement, and safeguards aspects within established contracts, and with external (World Bank) requirements. This includes ensuring the timely processing of advice, relevant payments, contract establishment and amendments, variations, and associated documentation.
- Liaison and close coordination with externally engaged project management companies, contractors, other service providers, with special attention paid to risk and cost and time control – specifically related to contracts, and in collaboration with other Project Team members.
- Supporting financial management aspects including budget planning and tracking, cash forecasting, and regular expenditure tracking.
- Supporting in the overall administration of the projects.

Key Duties and Responsibilities

The key services to be provided by the Project Officer include the following activities:

Objective 1

- Prepare and verify all contract invoices, reports, and claims for correctness and maintain suitable checks that ensure project expenditure is undertaken in line with the contract conditions and projects funding.
- Closely collaborate with procurement specialists to ensure that any contract modifications are in line with the NRPB and the World Bank procurement regulations, and internal systems, including STEP.
- Provide supporting justification to the Project Manager of EDMP and SWMP (hereafter the Project manager) regarding variations within contracts, in collaboration with technical staff within the project.
- Advise/assist as required to provide technical input for bid documents for project-funded activities.
- Support contract performance reviews in close collaboration with relevant NRPB staff, at - and prior to - the completion of each contract and participate in review of deliverables submitted.
- Prepare and process payment certificates (PCs) and advice in collaboration with the Project Manager.
- Support in the final delivery of procured goods as required.

Objective 2

- Monitor the implementation progress of assigned contracts financed under the Projects, with regards to contractor/consultant compliance with the contract conditions, timely delivery of goods, works and services, etc.
- Assist the projects, the NRPB and related projects in the maintenance and upkeep of Contracts Management database(s), for maintaining a complete set of Contract files that include, but are not limited to Contracts, variations, invoices, payments, claims, contractual submissions, and official correspondence.
- Support the Project Manager with the elaboration of annual project financial budgets, cash forecasts, expenditure (against contract) tracking and reporting.
- 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) projects expenditure; (v) any other relevant issue that may be requested by the Project Manager.
- Attend and support contract pre-start and managerial meetings, following contract provision and best management practices.
- Attend, where required, technical meetings with counterparts and project participants and regular coordination meetings of the NRPB.
- Attend related workshops as required, providing brief feedback reports on all aspects of the Workshop.

- 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.

Objective 3

- 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.
- Assist the Project Team and NRPB in developing responses to contractors/consultants' inquiries.
- In close collaboration with the Project Manager, assist NRPB in managing and monitoring the quality of the services, goods and works in compliance with the contract documents. The Project Officer shall coordinate closely with the project technical staff (Engineer, Coordinator) in their interaction with the contractors and external consultants, playing a 'back-office support role' in these engagements.

In general, conduct any other ad hoc technical or contract management work as directed by the Project Manager.

Reporting Obligations

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

Contractual Arrangements

A time-based contract is expected to be signed.

The start date of the contract will be November 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 Project Manager, 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.
- Minimum three (3) years' experience related to a contract management role, such as purchasing and contracting.

- Administration and management support capabilities, to be proven by concrete experiences.
- 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.
- Advanced proficiency in English with excellent written, oral communication and listening skills.

Preferred Experience

- 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.

Strategic Competencies – Brief Description

NRPB as an organization is committed not only to what we must achieve but also about 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 – EDMP and SWMP”. 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 October 8, 2024, 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.
- Applicants may also be subject to satisfactory background checks.