

# National Recovery Program Bureau

## TERMS OF REFERENCE

for

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

### **Project Manager– Fostering Resilient Learning Project**

#### **Background**

Following the devastation caused by hurricanes Irma and 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.

#### **Role of the Project Manager**

The NRPB is currently looking for an experienced professional to manage the implementation of the Fostering Resilient Learning Project ("FRLP" or "the Project") funded by the Trust Fund.

The Project has three components:

- 1) Reconstruction of two Inclusive Schools including focus on policy and capacity development in support of the improvement of inclusive education programs.
- 2) Restoring Sint Maarten's library services by reconstructing the library building and supporting the Sint Maarten Library in strengthening their delivery of, among others, cultural learning exchanges.
- 3) Strengthening the Management Information System (MIS) for the Ministry of Education Culture Youth and Sport. This includes the strengthening of business processes and the design and implementation of a new system to be managed by the Ministry.

The Project Manager will be contracted by the NRPB and will work closely with the relevant line ministries and boards of institutions identified as beneficiaries to this project. The main line ministries are the Ministry of ECYS and Ministry of Public Housing, Spatial Development, Environment, and Infrastructure (VROMI).

### **Functional responsibilities for the role:**

1. Project Delivery and Performance
2. Project Operating Procedures
3. Monitoring and Reporting
4. Stakeholder Engagement
5. Quality Assurance
6. People Management

The Project Manager shall regularly report on the progress of project implementation to the NRPB Senior Program Manager.

#### **1. *Project Delivery and Performance***

- Develop, complete and update implementation plan(s), operations manuals, budgets, planning and relevant related compliance documents.
- Implement the approved plan (including the establishment of milestones) within tolerances set by the Senior Program Manager.
- Embed social and environmental safeguards measures into project life span (e.g., social and gender inclusion, environmental, OHS and economic aspects etc.).
- Manage the production of the required outputs, take responsibility for overall progress and use of resources and initiate corrective action where necessary.
- Ensure that the quality of deliverables complies with the quality requirements defined in the Implementation Plan.
- Liaise with any external suppliers or contractors.
- Manage acceptance and delivery of work packages/activities.
- Monitor project progress ensuring that work packages/activities are being executed properly.
- Control project and work packages changes.
- Contract management activities.
- Ensure the execution of contract management duties including contractors' performance evaluation.
- Identify, and anticipate in a timely manner, potential risks and issues and advises mitigating measures to Senior Program Manager so that maximum benefit to partner(s) and other stakeholders is achieved.
- Oversees the coordination of the relevant logistics pertaining to project beneficiaries.

#### **2. *Project Operating Procedures***

- Comply with all organizational policy and project related policies and manuals (e.g., operational manual).

- Prepare/adapt all relevant plans for approval by the Sr. Program Manager.
- Support the reporting obligations to the Prime Minister, the Council of Ministers, the Trust Fund Steering Committee, and the World Bank, as needed.
- Ensure maintenance of the project files and lessons learned are recorded.
- Manage budgets, cash flow and obligations to ensure that deliverables are met, and invoices are timely processed for payment following the established NRPB protocol.
- Manage expenditures against the budget (based on accurate financial reports provided by the NRPB Finance Team).
- For project closure purposes, provide a formal handover of the project to the closure manager.
- Support project audit activities, including planning, preparation and coordination during the audits and follow up on audit observations/recommendations.
- Chair evaluation committees.

### **3. *Monitoring and Reporting:***

- Provides information and collaborates with the M&E Specialist in Monitoring and Reporting activities, on project performance.
- Prepare and deliver presentations to external stakeholders when required.
- Regularly review project status, evaluating performance criteria (scope, cost, schedule, and quality).
- Prepare progress reports and lessons learned as required Provide routine oversight and analysis of delivery data.
- Ensure all project team members track and regularly update milestones and targets for the duration of projects' life span.
- Collaborate with the Communication Department in monitoring the effectiveness of project communications.

### **4. *Engagement with the Implementation Partners/Stakeholders***

- Develop stakeholder profiles and oversees the formulation of stakeholder engagement strategies.
- Participate in regular coordination meetings of the NRPB and Focal Point meetings.
- Establish solid working relationships between the NRPB and key stakeholders (e.g., Government of Sint Maarten, World Bank, etc.).
- Enable the formulation of project communications plans. Coordinate project communications to external partners.
- Coordinate stakeholder engagement and communication, ensuring effective timing and proper management of communications. Ensure stakeholders are aware of project activities, progress, exceptions and can accept handover outputs.

- Oversee engagement with beneficiaries with the assistance of the Social Safeguards Specialist, if the case.

#### **5. Quality Assurance**

- Work with internal stakeholders (NRPB support teams) to ensure projects meet internal fiduciary, safeguards and compliance and audit requirements.
- Work with procurement team to ensure effective interface with suppliers' quality systems
- Coordinate quality reviews of project deliverables.
- Provide quality control for management outputs (project documents, reports, etc.).

#### **6. Knowledge Management and Innovation**

- Encourage routine and effective capacity building activities are conducted to build the long-term and sustainable capacity of personnel where applicable.
- Actively interact with other Project Managers to share case studies, lessons learned and best practices.
- Contribute to the oversight of lessons learned procedures, ensuring that lessons learnt are shared in a timely and appropriate manner.
- Research and logging of lessons learned throughout the project life span.

#### **7. People Management**

- Lead and motivate the project team.
- Ensure that behavioral expectations of team members are established.
- Ensure that performance reviews are conducted fairly, accurately, and timely.
- Select, recruit and train team as required and consider gender parity and diversity objectives.
- Manage safety and security for all project personnel.

Any other tasks related to this function will promote the long term effective and cohesive conclusion of the recovery program. The Senior Program Manager may assign other tasks related to this function that will promote the long term effective and cohesive conclusion of the recovery program.

#### **Contract Arrangements**

The start date of the contract will be October 2024 or soon thereafter. The contract duration will be 12 months and will be renewable until project closure. The successful candidate is expected to work full time within Philipsburg, Sint Maarten except where situations demand travel outside the project area.

The success of the Project Manager FRLP will be judged by the Senior Program Manager responsible with the FRLP based on the timely delivery of agreed upon deliverables within the

contract, projects components and sub projects (as specified in the Grant Agreement and underlying documents).

## Qualification requirements

### Minimum Requirements

- A degree in project management, business administration, structural engineering, civil engineering, social studies, environmental studies or related discipline.
- Proven experience in managing large projects, disaster risk management, development or similar:
  - With a master's degree: 8 years
  - With a bachelor's degree: 10 years
- Experience in project management, planning and analysis. This should include experience in managing projects and budgets involving external consultants and contractors. Relevant experience in (managing) preparation of technical documentation, TORs and/ or technical bidding specifications should also be evident. Candidate must have technical acumen, with the ability to understand and speak to technical project plans and documents.
- Advanced proficiency in business English in speech and writing, including report writing.
- Computer literate, with high proficiency in computer software operations (Microsoft Word, Excel, Power-Point, SharePoint, and database management etc.).
- Experience with using project management software, such as MS Projects.

### Preferred requirements

- PMI Certification, or PRINCE2 Practitioner Certification
- Experience in multidisciplinary, donor-funded projects.
- Experience leading residential or mixed-use construction, or renovation projects is an advantage.
- Experience in the education sector and/or data management systems.
- Experience with the preparation of briefings and reports for presentation to high-level/elected government officials.
- Experience in program design and execution in an international environment.
- Experience in applying environmental and social principles and methodologies
- Experience in developing procurement strategies
- Experience in risk management for construction projects
- Experience in managing diverse teams
- Familiarity with World Bank procedures would be a significant advantage
- Proficiency in Dutch in speech and writing is an advantage.

### Strategic Competencies

NRPB as an organization is committed not only to WHAT we must achieve but also on 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 - Advanced Level

- Strong project management, 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 project-wide operations.
- Strong Risk Management skills
- Strong budget management skills

### Looking at the bigger picture – Strategic outlook – Advanced Level

- Strategic thinking and strategic agility
- Creates strategic alignments between cross-functional teams: Finance, Safeguards, procurement, legal, HR
- Thinks critically and systematically about external trends and what they could mean for the project

### Leading myself and the others – Expert Level

- Acts as a positive role model contributing to the team spirit.
- Collaborates and supports the development of others.
- Calms self and others during stressful situations
- Acts as positive leadership role model, motivates, directs, and inspires others to succeed, utilizing appropriate leadership styles

### Respect for diversity - Advanced level

- Treats all individuals with respect.
- Responds sensitively to differences and encourages others to do the same.
- Understands subtle and complex diversity and inclusion issues as they relate specifically to marginalized groups
- Knows and applies best practices in diversity and inclusion, strategies, systems, policies, etc.

### Successful Communication – Advanced level

- Very strong verbal and written communication skills
- Strong presentation skills
- Communication indicates consideration for the feelings and needs of others.
- Actively listens and proactively shares knowledge.'
- Handles conflict effectively, by overcoming differences of opinion and finding common ground.

### Relationship Building. Consultation and Collaboration – Advanced level

- Demonstrates understanding of the impact of own role on all stakeholders and always puts the end beneficiary first.
- Builds and maintains strong external relationships and is a competent partner for others
- Strong negotiation skills
- Strong leadership skills

- Strong coaching skills

#### Courage and Integrity – Advanced level

- Strong personal, professional, and behavioral integrity
- Upholds organizational and ethical norms.
- Maintains high standards of trustworthiness
- Displays personal and professional courage

#### How to Apply?

Interested consultants can send their CV by email ONLY to the email address stated below. In the subject line, clearly state the position in the title of this ToR.

Before you proceed to apply, 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.

Applicants should ensure that their CV is received by **September 19, 2024, at 23:00 AST**. Any CV coming in after this date and time may not be considered.

#### National Recovery Program Bureau

[jobopportunity@nrpbsxm.org](mailto:jobopportunity@nrpbsxm.org)

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