

Economic Advisory Services – Project Management Consultant Terms of Reference

Antigua and Barbuda

Terms of Reference

Job Title	Project Management Consultant
Date of Issue	September 25, 2020
Deadline for application	December 1, 2020
To Apply	<p>Suitable candidates are invited to submit the following documents: cover letter and a curriculum vitae (CV) with contact information for three (3) references. Email the copy of the above referenced documents to procurement@ndcpartnership.org or mail to the following address:</p> <p>Procurement Officer NDC Partnership Support Unit c/o World Resources Institute 10 G St NE, Suite 800 Washington, DC 20002</p> <p>Please use email subject line: “Project Management Consultant”</p>
Contracting Authority	Department of Environment
Duration of Contract	Short-term contract for 1 year
Country	Antigua and Barbuda

BACKGROUND

The Government of Antigua and Barbuda (GOAB) is to receive funding from the NDC Partnership to enhance its economic planning and recovery efforts and its response to both the COVID-19 pandemic and climate change. The GOAB recently established an Economic Recovery Commission (ERC) in the wake of the pandemic. It comprises public-private stakeholders, who advise the Cabinet of Antigua and Barbuda on the long-term economic recovery of Antigua and Barbuda, including avenues to stimulate development and create jobs. The support of the NDC Partnership and its implementing partners will complement the work of the ERC.

Funding from the NDC Partnership will go towards the operationalization of a Project Management Unit (PMU) for the Ministry of Finance and Corporate Governance that will help the country to design and implement low-

carbon and climate resilient projects in line with the Nationally Determined Contributions (NDCs) under the Paris Agreement. This assistance will strengthen the country's capacity to develop and execute interventions that address the adverse effects of climate change and improve its ability to attract climate finance.

The PMU within the Ministry of Finance will be tasked with coordinating the implementation of transformative projects for the building, road and finance sectors; and adaptation interventions. The PMU has to implement projects with oversight from the Department of the Environment (DOE) — an Accredited Entity (AE) to the Green Climate Fund (GCF). The PMU must also work with Executing Entities (EE) and other implementing partners. The PMU will consist of one or more Project Managers, one or more Project Coordinators, Project Component Coordinators, a Financial Officer, a Procurement Officer, an Environmental and Social Safeguards Officer, a Knowledge Management Officer, a Monitoring and Gender Officer, and an Administrative Officer.

Objectives of the Assignment

The objective of the assignment is to acquire the services of an experienced and qualified Project Management Consultant, who will be responsible for setting up and operationalizing the PMU. The Consultant will be required to set up and prepare for the operation of new projects while the project staff are being hired. The Project Management Consultant should have a proven track record of supervising and managing relevant projects. The Consultant will take responsibility for building the PMU's capacity for planning, coordinating, and implementing low-emission and climate resilient projects. Also, the PMU will be required to carry out monitoring and evaluation and reporting functions. The Consultant will be based in the Ministry of Finance. The contractual period is expected to last for 12 months at which time the PMU should be established, and any new projects assigned will be in full operationalization and implementation phase.

Scope of Work

The Project Management Consultant will carry out specific duties and responsibilities under the general direction of the Ministry of Finance. The Project Management Consultant will:

- Prepare for approval Terms of Reference (TORs) to recruit PMU staff
- Establish the process for recruiting and onboarding new hires
- Develop a Project Operations Manual to guide the workflow of the PMU, including implementation, monitoring and reporting arrangements
- Develop annual work plans, budgets, procurement plans, monitoring plans for approval
- provide initial oversight for the PMU staff in the execution of their respective duties, including procurement, project monitoring and evaluation, financial management, progress and financial reporting
- Build the capacity of local ministry staff through trainings in project development and management as well as mentor junior staff and experts
- Conduct training and capacity building of PMU staff and representatives from relevant entities that will support the work of the PMU
- Develop TORs and Requests For Proposals (RFPs) for individual consultants and firms to coordinate their work to ensure that the objectives of their consultancies are met
- Support the implementation of activities within project implementation plans in accordance with assigned budgets and schedules
- Support public outreach, stakeholder engagements and consultations
- Draft or supervise the drafting of performance reports and other reports related to projects under the unit's management
- Ensure effective coordination and communication between relevant stakeholders and the reporting of results as capacity is being built and the projects are being operationalized

- Track initial performance on established indicators to measure achievement and monitor progress towards results and overall objectives
- Train staff to track outputs and deliverables via a cloud-based project management software (Smartsheet)
- Submit, in a timely manner, required reports as stipulated by the TOR
- Identify and disseminate good practices, lessons, and knowledge
- Perform other tasks and orders required to operationalize the PMU and any new projects under operationalization during the duration of the contract

Indicative Deliverables

During this contract period, if the PMU has to implement a project, the Project Management Consultant will be provided with more detailed tasks.

Indicative Deliverables	Timeline
Detailed Workplan	Within 2 weeks of signing contract
PMU structure and work programme	December 2020
Training and capacity building plan	Within 1 month of signing contract
Four (4) training workshops conducted	November 2020 December 2020 February 2021 March 2021
Draft Project Operations Manual with policies, procedures and a functional project management system	July 2021
Final Project Operations Manual	August 2021
Final report on achievement of the objective of the consultancy and status of deliverables	September 2021

Institutional Arrangements and Reporting

The Project Management Consultant will work under the guidance and supervision of the Permanent Secretary of the Ministry of Finance. The Project Management Consultant will provide oversight of the Project Management Unit and shall liaise with the government, NDC Partnership, donor agencies and other key stakeholders. The Project Management Consultant shall also collaborate with the Economic Advisor and the Climate Finance Analyst during the execution of his/her tasks and responsibilities.

Education, Experience, Skills and Abilities

The Project Management Consultant should possess the following qualifications:

- Advanced university degree in economics, business administration, public policy/administration or related discipline with strong experience in project management
- At least 8-years experience in project preparation and management, and being engaged in similar assignments
- Formal training and/or certification in project management
- Experience delivering training in project management strategies, techniques and best practices
- Experience delivering training in budget preparation and risk management

- At least 5-years experience working with regional and international donor and financing agencies
- Knowledge of the Green Climate Fund's policies and procedures or the United Nations Framework Convention on Climate Change process is an advantage
- Knowledge of the Antigua and Barbuda political and institutional context is an asset
- Previous work experience in small island developing States ('SIDS'), particularly in the Caribbean is desirable
- Proficient in the use of project management software tools and techniques
- Experience in collecting and analyzing economic and social data is an asset
- Be computer literate and well developed skills of working with Microsoft Word, Excel, Internet Explorer
- Fluent in oral and written English, excellent communication, presentation and facilitation skills
- Ability to work effectively with others in a team environment
- Ability to adapt to dynamic environments