

A. INTERIM-PROJECT COORDINATOR SAINT LUCIA FLOOD RISK MANAGEMENT PROJECT

SAINT LUCIA

FLOOD RISK MANAGEMENT PROJECT

Terms of Reference

INTERIM-PROJECT COORDINATOR (IPC)

Summary

The World Bank is supporting the Government of Saint Lucia (GoSL) in preparing a Flood Risk Management Project to enhance flood risk management capacities and resilient infrastructure investments within Castries and Anse La Raye. A Flood Mitigation Study will be conducted, with the support of the Global Facility for Disaster Reduction and Recovery (GFDRR), to design adequate, cost-effective, environmentally and socially friendly, sustainable flood protection and urban drainage interventions to reduce the risk of flooding in the Project Areas. The Interim Project Coordinator (IPC) will:

- I. Oversee coordination and implementation of the Saint Lucia Flood Risk Management Study (SLFRMS);
- II. Support the establishment of a Project Implementing Unit (PIU);
- III. Support efforts to prepare the proposed Flood Risk Management Project.

Scope of Services

The position of the IPC will be hired primarily on a part-time basis and may transition to a full-time position as the Flood Risk Management project is being prepared. However, this will be based on the satisfactory performance of the candidate to the GoSL and the approval of the World Bank Flood Risk Management Project. The work activities of the IPC will mainly be undertaken on-site at the office of the Department of Economic Development located in Castries, Saint Lucia. The IPC will report to the Permanent Secretary (PS) of the Department of Economic Development and shall be responsible for the day-to-day management, coordination, and implementation of the SLFRMS. The IPC will be hired to coordinate the implementation of the SLFRMS including overseeing the procurement process and completion of consultancy deliverables, including the feasibility and pre-feasibility studies required for the Flood Risk Management Project under preparation.

The IPC will coordinate all SLFRMS activities and will liaise closely with the relevant line ministries, departments, and agencies (MDA) within the GoSL, and with the World Bank project team. The Interim Project Coordinator will organize and plan project implementation activities and will manage project staff efforts with respect to contracting, financial management, safeguards management, contract supervision, reporting and all other aspects of the SLFRMS. These services will also extend to supporting the preparation of the Flood Risk Management Project, including coordinating with MDAs to identify the priority investments and overseeing efforts to complete all required World Bank project documents. Based on performance, the IPC will also be

responsible for the day-to-day management, general administration, and logistical requirements associated with the preparation of the Flood Risk Management Project in Saint Lucia. The IPC will manage the project and coordinate project implementation staff, including from the PIU who will perform fiduciary functions (financial management and procurement) and ensure compliance with the Environment and Social Framework (ESF). All activities will be undertaken in compliance with the applicable World Bank Procurement, and Disbursement Guidelines/Regulations, the provisions of the Legal/Financing Agreements, and the National Government laws and regulations.

The IPC shall be responsible for ensuring that the participating MDAs – including the Department of Infrastructure, Ports and Transport (DIPT), The Department of Physical Development and Urban Renewal (DPDUR), the Department of Finance, the Department of Agriculture, Fisheries, Food Security and Rural Development, the National Emergency Management Organisation (NEMO); the Castries City Council, and the Anse la Raye Constituency Council are engaged and seek stakeholders support as needed to advance project objectives

Duties and responsibilities

The IPC will be supported by the Department of Economic Development's administrative personnel in coordinating and monitoring all aspects of the implementation of the SLFRMS. Specifically, the IPC responsibilities include but are not limited to:

1. Coordinate the finalization of project documents and agreements required for the timely initiation of the Flood Risk Management Project.
2. Oversee the Hiring of the Firm(s) responsible for undertaking the Flood Risk Management Study and monitor and manage the execution of these studies.
3. Support the planning and design of the Flood Risk Management Project and develop strategic plans for project implementation in anticipation of the operation's commencement.
4. Prepare an annual work plan in conjunction with the Department of Economic Development for the interim phase (year 1) of the Flood Risk Management Project.
5. Ensure that the budget and disbursement plan for the SLFRMS and Flood Risk Management Project are prepared and approved in a timely manner and that planned versus actual variance analyses are conducted at least on a quarterly basis.
6. Establish an internal reporting system for the SLFRMS and Flood Risk Management Project, including of reporting formats, information flows, and data sourcing for specific monitoring and evaluation needs from ministries, departments, agencies, and other relevant stakeholders.
7. Coordinate the hiring as required to establish the SLFRMS and Flood Risk Management Project PIU.
8. Advise and regularly report to the PS of Economic Development on SLFRMS implementation activities and the Flood Risk Management Project plans and recommend project implementation strategies.
9. Manage activities within the SLFRMS project team in coordination with the DED and ensure timely reporting and preparation of project documentation as needed, particularly with

respect to World Bank project reporting requirements and requests for World Bank's 'No Objection.'

10. Oversee the adherence to environmental and social safeguard policies and guide the SLFRMS and Flood Risk Management Project team in effectively implementing the Environmental and Social Management Framework.
11. Engage and coordinate appropriate line ministry and stakeholder support as needed to advance SLFRMS implementation and Flood Risk Management Project preparation.
12. Liaise and coordinate with the World Bank project team on all technical and administrative aspects and schedule meetings and participate in World Bank missions.
13. Prepare regular project progress reports, including quarterly monitoring reports for submission to the World Bank.
14. Manage the supervision of the technical consultants, including review and acceptance of reports.
15. Perform other related duties as assigned by Permanent Secretary in the Department of Economic Development and the Youth Economy.

Qualifications and Experience

Prospective candidates should have the following qualifications:

- A bachelor's degree in Project Management, Business Administration, Engineering management, Economics, or an equivalent field. However, a master's degree is desirable.
- At least 12 years overall professional experience including at least 5 years' experience in managing programs with Multilateral Development Banks (MDB's) and international donors such as e.g. The World Bank, Inter-American Development Bank, Caribbean Development Bank, European Union etc.
- Demonstrated experience with management of multidisciplinary programs, particularly with a strong engineering component, is an asset
- Demonstrated experience in the coordinating/managing projects operating within the public sector or inter-governmental organizations ;
- Demonstrated experience in similar projects focused on the Eastern Caribbean
- Analytical thinker with creative problem-solving skills and attention to detail.
- Ability to communicate effectively in oral and written English and excellent report writing skills.
- Strong interpersonal and organizational skills
- Demonstrated proficiency in MS Office Suite

Contract Duration

This is initially a 12-month engagement with the possibility of extension based on satisfactory performance assessed by the client quarterly and the approval of the World Bank Flood Risk Management Project.

Selection Method

The consultant will be selected using the “Individual Consultant Selection method” in accordance with the September 2023 World Bank Procurement Regulations for IPF Borrowers (Procurement Regulations).