

PROJECT MANAGER

TERMS OF REFERENCE

1. **BACKGROUND**

1.01 The UWI Seismic Research Centre (SRC) is the premiere research and monitoring agency for geological hazards in the Caribbean and one of the few specialised research institutions of The UWI. Established in 1953, SRC has been providing Eastern Caribbean Governments with expert advice on geologic hazards affecting the region for over 60 years and currently operates the largest network of geophysical monitoring instruments in the Caribbean region. All of its installations and operations are located within communities and SRC has been engaged with vulnerable island communities in the Eastern Caribbean for most of its existence. In addition to routine monitoring the SRC collaborates with local, regional and international agencies on research projects relevant to the core areas of its remit (seismology, volcanology and education & outreach). The SRC plays an active role in promoting geologic hazard awareness, volcano contingency planning and especially early warning systems.

1.02 The [Community Disaster Risk Reduction Fund](#) is a multi-donor fund established by the Caribbean Development Bank (CDB) with grant financing from the Department of Foreign Affairs, Trade and Development, Canada and the European Union under the ACP-EU-CDB Natural Disaster Risk Management in Cariforum Countries project. The Fund finances community-based disaster risk reduction (DRR) and climate change adaptation (CCA) initiatives at the local level across eligible borrowing member countries of the CDB, with the exception of Haiti

1.03 The UWI Seismic Research Centre has recently *accessed* financing from the Community Disaster Risk Reduction Fund which is managed by the Caribbean Development Bank (CDB) towards the cost of implementing the **Volcano Ready Communities in St. Vincent & The Grenadines Project**. St. Vincent and the Grenadines is among the most disaster-prone territories in the world, and is affected on a regular basis by the negative impacts of natural hazards such as volcanoes, earthquakes, hurricanes, landslide, rainfall events, storm surge and drought. An estimated 41.6% of the population is exposed to two or more hazards. These events cause significant and often recurrent damage to national infrastructure including schools, road networks, housing, hospitals and other facilities such as telephone lines, water and electricity. Additionally, the impacts of natural hazards significantly affect human welfare, national economic activities, property, and natural resources. The Soufriere volcano represents a major threat to St. Vincent and the Grenadines. It is an active volcano, which directly threatens the northern half St. Vincent.

1.04 The Volcano Ready Communities in St. Vincent & the Grenadines Project will seek to provide the scientific information and resources and its downscaling to support community level volcano contingency planning, community-led multi-hazard mapping and capacity building for disaster risk reduction. The Project will seek to fully utilize and leverage recent research outputs and products such as from the Strengthening Resilience in Volcanic Areas (STREVA) project that has provided invaluable insights into community needs, and the recently updated National

Volcanic Emergency Plan (NVEP). The Project will seek to prepare and equip 12 vulnerable communities in northern St Vincent and the Grenadines to effectively respond to an eruption of the Soufriere Volcano in a manner that will minimize the number of associated fatalities and injuries. Vulnerability to the multi-hazard environment of the Soufriere Volcano will also be reduced by a combination of activities designed to enhance community early warning procedures, increase adaptive capacities, strengthen awareness and enhance response capacities. Against this background, SRC is seeking to engage a consultant to provide project management services.

2. OBJECTIVES

2.01 The objective of the consultancy is to provide specialist services required for managing and monitoring all aspects of the implementation of the project, in compliance with the Caribbean Development Bank (CDB) policies and guidelines.

3. SCOPE OF SERVICES

3.01 The Consultant's duties will include, but not be limited to the following:

- a) Managing the work of the Administrative and Data Management Officer, the Community Outreach Officer, and all sub-consultancies to be carried out under the project
- b) Convening quarterly meetings of the Project Steering Committee.
- c) Preparing detailed terms of reference and draft contracts, for CDB's review and approval.
- d) Participating in bid evaluations as a member of a bid evaluations committee, comprising at least three persons. Preparing bid evaluation reports and recommending awards for consultancy, goods and works contracts.
- e) Managing the selection and engagement of consultants and contractors and the procurement of materials, goods, and equipment under the project.
- f) Developing an efficient and effective system for overseeing and reporting on the implementation of all project activities, consultancies, and construction contracts.
- g) Ensuring that costs are controlled within the budgetary limits set out in the detailed budget.
- h) Preparing and submitting claims for disbursement/reimbursement to CDB.
- i) Liaising with CDB on all technical and administrative aspects of the Project.
- j) Submitting to CDB, within one week after the end of each month a brief update report on the performance of the consultant(s), and the implementation of the Project's various works, training, capacity development, awareness activities, achievements, and challenges.
- k) Preparing and submitting to CDB, Quarterly Reports on project progress and project expenditure, within two weeks of the end of each calendar quarter, commencing with the quarter following the commencement of the project and the other reports indicated on the CDB Results Monitoring Framework.
- l) Keeping separate accounts for the project-related expenditures and disbursements.

- m) Preparing and submitting to CDB a Project Completion Report, within two months after practical completion of the project.

4. IMPLEMENTATION ARRANGEMENTS

4.01 The Consultant will report to the Director of The UWI Seismic Research Centre or his/her designate who will have overall responsibility for overseeing the administrative and logistic arrangements of the consultancy.

4.02 SRC will provide the Consultant with office accommodation and related administrative facilities and equipment required for the implementation of the consultancy.

4.03 The Consultant will be required to carry out the duties listed at Section 3 of the TOR at the offices of the National Emergency Management Organisation located in St. Vincent and the Grenadines and any other locations related to the components of the project. The Consultant will be responsible for managing and monitoring all aspects of the implementation of the project, in compliance with CDB's policies and guidelines. The Consultant will be required to work collaboratively with the members of the project management team on the implementation of various project activities as well as conduct meetings and consultations with the project stakeholders, consultants, and contractors as required.

5. QUALIFICATIONS AND EXPERIENCE

5.01 Prospective candidates should have a Bachelors' Degree or equivalent in Public Administration, Social Work or Social/Environmental/Geological Sciences, Disaster Management or other related field, with a minimum of five years proven practical experience in the management and implementation of community development projects. Post Graduate qualifications and community based project experience will be an asset.

5.02 Strong communication, supervisory, monitoring and reporting skills are required. Knowledge of gender issues and their importance in community development projects would be an asset. The PM shall have qualifications and experience acceptable to CDB.

6. REPORTING REQUIREMENTS

6.01 The Consultant will be required to provide SRC with the following reports:

- (a) Detailed Work plan: the Consultant will be required to submit a detailed work plan within one week of commencing the consultancy. The work plan should include initial findings, a detailed implementation schedule setting out the tasks, activities, and resources and methodologies to be used to execute the assignment. SRC will be required to forward comments on the Work plan within one week of its receipt. The Final Work plan is to be submitted within one week of receiving SRC's comments.

- (b) Monthly Report: a brief update report on the performance of the consultant(s), and the implementation of the Project's various works, training, capacity development, awareness activities, achievements, and challenges. This report is to be submitted within one week after the end of each month for SRC's comments
- (c) Quarterly Report: on project progress and project expenditure, and the other reports indicated on the CDB Results Monitoring Framework. This report is to be submitted within two weeks of the end of each calendar quarter for SRC's comments.
- (d) Project Completion Report: within two months after practical completion of the project for submission to SRC for review and comments.
- (e) Report on the Implementation of the Consultancy: This report will provide information on the challenges, achievements, observations and recommendations for the implementation of future projects. This report is to be submitted to SRC.

7. DURATION

7.01 The consultancy will be implemented over period of twenty-four months.