

**TERMS OF REFERENCE AND SCOPE OF SERVICES**

**FOR**

**SPECIAL PROJECTS COORDINATOR**

**Ministry of Agriculture**

**Fisheries, Food Security and Rural Development**

<b>Location:</b>	<b>Saint Lucia</b>
<b>Type of Contract:</b>	<b>Government</b>
<b>Languages Required:</b>	<b>Fluency in spoken or written English.</b>
<b>Duration of Initial Contract:</b>	<b>One year</b>
<b>Expected Duration of Assignment: One year – Renewable</b>	

## **1. Background**

Saint Lucia has an open economy which was dominated by banana production for many years. However, the erosion of market protection for bananas on the United Kingdom (UK) market in the late twentieth century led to a decline in the contribution of agriculture to the Gross Domestic Product (GDP). Once a single-crop agricultural economy, Saint Lucia has shifted to a tourism and wholesale/retail tradeserviced-based economy. Tourism, the island's biggest industry and main source of jobs, income and foreign exchange, accounts for approximately 65% off its GDP. Agriculture, which was once the biggest industry, now contributes to less than 3% of GDP but still accounts for approximately 20% of jobs. The banana industry is continue to register declines due to strong competition from low-cost Latin American producers, reduced European trade preferences and an increase in cost of production. As a result, the government is revitalizing and diversifying the industry through the implementation of key projects to develop the necessary capacity in rural communities, that will enable potential agricultural producers including fishers, to expand both primary and value-added production. In pursuance of these, the Ministry of Agriculture, Fisheries, Food Security and Rural Development is seeking to employ a Special Projects Coordinator, who will be responsible for planning, organizing and directing the completion of specific government or donor funded projects for agricultural development, ensuring these projects are on time, on budget and within scope.

## **2. Objectives of the Assignment**

### **General Objective**

The main objective of this initiative is to conceptualize, initiate and manage the implementation of agricultural development projects that will support the

priority policies and programmes of the Ministry of Agriculture.

### **Specific Objectives**

1. To ensure the appropriate and professional implementation of projects in the most effective manner possible, in particular, to ensure that Project's objectives/outputs are achieved according to the work plan, budget and within the contracted project period.
2. To serve as leader and coordinator of the project team in order to ensure the overall successful implementation, reporting and management of projects.

### **Duties and Responsibilities**

Under the supervision of the Permanent Secretary, the Special Project Coordinator will be responsible for the following:

1. Meeting with project clients to assess their needs and define project requirements, acceptance criteria and project budget and timelines.
2. Providing managerial leadership to projects, manage and support the day-to-day activities and resources with special emphasis on coordination and networking, management, and proper utilization of resources.
3. Undertaking his/her duties in close consultation and collaboration with other relevant government agencies and private firms for technical supervision and guidance.
4. Helping manage the workloads of projects by handling the various constraints that may affect the schedule.
5. Developing project management documents such as project budgets, project schedules, scope statements and project plans.
6. Execute project management administrative and bookkeeping tasks such as managing invoices, purchase orders and inventory reports, among other financial documents.
7. Supervise the project procurement process to includedefining the procurement requirements, conducting feasibility studies (where necessary),

issuing requests for proposals (RFPs), reviewing and awarding contracts, and monitoring and managing contracts.

8. Coordinating the allocation of project resources to ensure the project team is always adequately equipped to ensure effectiveness and efficiency.
9. Assigning tasks to team members and clarifying expectations regarding achievement of project milestones and deliverables.
10. Being the liaison between the project teams and project clients throughout the life cycle of projects.
11. Monitoring the progress of projects and team members' performance and providing updates to project stakeholders.
12. Scheduling stakeholder meetings, document and generating reports.
13. Fostering cross-team collaboration to help project team members complete project tasks and produce deliverables.
14. Develop and maintain a detailed project schedule which includes administrative tasks and all sites involved in the project.
15. Maintaining communication and good working relationships with Government of Saint Lucia partners, civil society stakeholders and international partners.

### **Key Results Expected**

1. Ensure all contractors/consultants are hired and milestones achieved.
2. Ensure all reporting requirements are met.
3. Ensure a 100% delivery rate on project activities
4. Develop and strengthen relations with Government of Saint Lucia partners, civil society stakeholders and international partners.
5. Manage the mainstreaming of gender into the projects.

6. Monitor trends and new developments with respect to resource allocations and prepare proposals for accessing such financing.

### **Project Monitoring**

Technical and financial monitoring of projects is an ongoing process to be undertaken through the Project Monitoring Committee (PMC) of the Ministry of Agriculture. The Project Manager will be required to make presentations informing of project implementation progress at meetings of the PMC as well as scheduled meetings of Department Heads as required. Prior notice will be communicated to facilitate preparation for these meetings.

### **Reporting Lines**

To be determined subject to the specific nature of the project:

1. Financial and progress reports to be submitted to the Corporate Planning Unit and the Accounts Unit of the Ministry of Agriculture on a monthly and quarterly basis, using an established format to summarize progress in terms of schedule and budget.
2. In the case of individual donor funded project reports, they are produced in multiple, often significantly differing, formats in response to specific needs of the respective donors, who have their own requirements and conditions with regard to frequency, format, level of detail and financial or budget structure.

### **Required Skills and Experience**

#### **Education:**

1. A bachelor's degree or a Master's Degree in a relevant area such as Project Management.
2. A bachelor's degree or a Master's Degree in civil engineering or a related field (quantity surveyor) with experience in project management.
3. Project Management Certification (such as PMP) from a recognized institution would be a plus

**Experience:**

1. At least five years demonstrable experience working on project development and implementation, including financial/budget management, procurement, and reporting.
2. Knowledge and management experience with project management methodologies including results-based management.
3. Proven record of mobilizing resources in the private and/or public sectors.
4. Proficient computer skills and use of relevant software and other applications.
5. Knowledge of Saint Lucian government systems and protocols a plus.
6. Experience with implementation of donor or government funded projects for agricultural development a plus.