

## TERMS OF REFERENCE

### Project Manager

#### **CRew+ Project: An integrated approach to water and wastewater management using innovative solutions and promoting financing mechanisms in the Wider Caribbean Region - Saint Lucia Component**

### **1 BACKGROUND**

Through the Ministry of Agriculture, Fisheries, Food Security and Rural Development, the Government of Saint Lucia will be implementing the national components of the regional **CRew+ Project, An integrated approach to water and wastewater management using innovative solutions and promoting financing mechanisms in the Wider Caribbean Region**. The project is funded by the Global Environment Facility (GEF) in collaboration with the United Nations Environment Programme (UNEP) and the Inter-American Development Bank (IDB).

By virtue of a Project Cooperation Agreement with the United Nations Environment Programme (UNEP) office in Nairobi, the Ministry of Agriculture, Fisheries, Food Security and Rural Development will serve as the executing agency in undertaking activities towards the fulfilment of Saint Lucia's obligations in that regard.

Two main outcomes of this project are:

- 1) Consolidated improved and reformed institutional, policy and legislative frameworks for Integrated Wastewater Resources Management (IWWM).
- 2) Improved wastewater treatment, including reuse, in rural and peri-urban hotspots using low tech and IWWM solutions

The project therefore intends to facilitate good developmental planning as it pertains to integrated wastewater management. It also seeks to improve wastewater management through the application of suitable low-tech solutions on the community and farm level.

## **2 INTRODUCTION**

UNEP and the IDB are currently implementing the GEF funded CReW+ Project - An integrated approach to water and wastewater management in the Wider Caribbean Region using innovative solutions and sustainable financing mechanisms in Saint Lucia and seventeen (17) other countries in the Wider Caribbean. The GEF CReW+ Project aims to implement innovative, technical, and small-scale solutions in the Wider Caribbean Region using an integrated water and wastewater management approach.

The regional project is co-executed by the Secretariat of the Cartagena Convention and the German agency Deutsche Gesellschaft für Internationale Zusammenarbeit (GmbH) on behalf of UNEP and the IDB, respectively, along with the Organisation of American States (OAS). The Government of Saint Lucia will be implementing the Saint Lucia components in keeping with the Project Cooperation Agreement with UNEP.

The project is geared at promoting IWWM solutions based on the four R's of the circular economy approach: reduce, reuse, recycle, and recover. This would help to reduce wastewater based pollution in watersheds and the marine/coastal space, in keeping with the LBS protocol of the Cartagena Convention. The initiative also seeks to improve access to sustainable Water, Sanitation and Hygiene (WASH) services through the use of affordable low-tech solutions.

## **3 OBJECTIVES**

- 3.1 To implement integrated and innovative water and wastewater low-tech solutions on a village level.
- 3.2 To implement integrated and innovative water and wastewater low-tech solutions on a farm level.

## **4 METHODOLOGY**

The Project Manager will work in conjunction with the Water Resources Management Agency (WRMA) and shall perform the tasks listed below in the scope of services required. The Project Manager is expected to manage the two main components of the National Package of Activities for the CReW+ Project earmarked for Saint Lucia. The Project Manager is expected to engage in relevant stakeholder consultations and collaborate with local counterparts where necessary, as a means of effectively executing project activities. The

Project Manager shall report to the WRMA which serves as the GEF-CReW+ focal point for this initiative.

- 4.1 Stakeholder engagement must be done when necessary with project beneficiaries and key counterparts.
- 4.2 The Project Manager's work will be guided by the GEF CReW+ Updated Situational Analysis Report, National Package of Activities for Saint Lucia and the "Technical Requirements, Cost Estimates and Updated Procurement Plan Report."
- 4.3 The Project Manager will be required to facilitate procurement related to the project in keeping with procurement guidelines of the Government of Saint Lucia.
- 4.4 The Project Manager will be required to **draft memoranda of understanding and contracts** where necessary as a means of securing agreement of key parties for executing the project's scope.

## **5 INITIAL PLANNING**

The Project Manager will be expected to comment on the Terms of Reference (TOR) and recommend potential refinements where necessary, including making such recommendations as deemed appropriate to enhance the quality of the assignment and outputs/deliverables.

## **6 SCOPE OF WORK**

The Project Manager will be required to work in close consultation with the WRMA within the Ministry of Agriculture, Fisheries, Food Security and Rural Development.

The Project Manager is expected to undertake the following:

- 6.1 Submit an Inception Report within two weeks of contract signature which describes:
  - i. The procedure, arrangements and methodologies to be used to implement the updated GEF CReW+ National Package of Activities for Saint Lucia.
  - ii. The work plan containing a schedule of meetings, procurements, project implementations, training workshops, consultations and other deliverables as per GEF CReW+ National Package of Activities for Saint Lucia

- 6.2 Lead procurement activities and oversee contract management for consultancies goods and works as per the CReW+ National Package of Activities for Saint Lucia.
- 6.3 Manage and control project costs for effective financial oversight.
- 6.4 Provide a holistic view of the overall project to the executing agency and the project steering committee (PSC)/technical working group.
- 6.5 Serve as primary contact for the project and manage project communications including reporting on project progress on a quarterly basis to the executing agency and PSC/technical working group.
- 6.6 Manage project risks and provides solutions to complex issues.
- 6.7 Provide quality assurance of project deliverables.
- 6.8 Ensure the project is completed within established timelines and manage the project schedule.
- 6.9 Purposefully manage day-to-day operations of the project
- 6.10 Manage the project with appropriate project management tools, ensuring proper project documentation.
- 6.11 Make recommendations and take appropriate decisions to increase project success
- 6.12 Collaborate with the GEF-CReW+ focal point or official nominee for project implementation and conflict management.
- 6.13 Facilitate project contract agreements
- 6.14 Conduct project contractor procurement processes
- 6.15 Produce projects progress reports and respective Certificate of Interim Payments requests.

## **7 DELIVERABLES**

The Project Manager shall oversee all activities guided by Section 6 “Scope of Works” and submit the following deliverables. Note that all deliverables must be submitted electronically

and approved by the Ministry of Agriculture, Fisheries, Food Security and Rural Development prior to payment:

- 1) Inception report (**Product 1**) inclusive of a work plan/schedule to be submitted and approved within 2 weeks from signing of contract-
- 2) Detailed (**Product 2**) Implementation plan and revised budget, Bid documents (work packages) for infrastructural works in Canaries and livestock farm (Volet). It also includes the procurement of services to develop design plans for future replacement of Flora Villa community bathroom septic tank.
- 3) Completion (**Product 3**) of infrastructural works and services related to Table 4 A: *Implementation of integrated and innovative water and wastewater low-technology solutions in the village of Canaries* of the Report “Technical Requirements, Cost Estimates and Updated Procurement Plan”  
  
A report shall be submitted documenting the completed works and services undertaken.
- 4) Completion (**Product 4**) of works related to Table 4 B: *Implementation of integrated and innovative water and wastewater solutions at DG Farms in Micoud* of the Report “Technical Requirements, Cost Estimates and Updated Procurement Plan”  
  
A report shall be submitted documenting the completed works and services undertaken.
- 5) Final project completion report (**Product 5**) with lessons learnt.

## 8 DELIVERABLES AND PAYMENT TIMELINE

- First payment: 10% upon delivery and approval of Product 1
- Second payment: 20% upon delivery and approval of Product 2
- Third payment: 30% upon delivery and approval of Product 3
- Fourth payment: 30% upon delivery and approval of Product 4
- Fifth payment: 10% upon delivery and approval of Product 5

## **9 QUALIFICATIONS AND EXPERIENCE**

The Project Manager must:

Demonstrate prior experience and expertise (successful completion of at least one similar project) in implementing water and wastewater management projects.

Have a Bachelor's Degree with at least eight years' experience in Water Resources/Civil/Mechanical/ Environmental Engineering or related field; or a Master's Degree with at least five years working experience with water and wastewater projects.

Project management certification will be an asset.

Have a working knowledge of public service procurement guidelines and procedures.

Must be a resident of Saint Lucia

## **10 TIMEFRAME**

The Project Manager will be contracted for a period of ten (10) months.

### **Submission to be made to**

Procurement Officer  
Re: Project Manager  
Ministry of Agriculture Fisheries, Food Security and Rural Development  
Sir Stanislaus James Building (5<sup>th</sup> Floor)  
Waterfront  
Castries

Deadline for submission: April 29, 2024

<https://in-tendhost.co.uk/gosprocurement/asp/Tenders/Current>