

Regional Disaster Vulnerability Reduction Project

Statement of Capability

Portfolio Manager

Background

The Government of Grenada (GoG) has entered into financing agreements with the World Bank, the proceeds of which will be allocated towards the financing of the Regional Disaster Vulnerability Reduction Project (RDVRP).

The support from PPCR and the World Bank under the RDVRP is aimed at providing Grenada with financial and technical assistance to reduce vulnerability to natural hazards and climate change impacts. Specifically, the project aims to: (i) integrate disaster vulnerability reduction and climate resilience in national development strategies and management of public infrastructure; (ii) improve Grenada's access to and benefit from regional collaboration and support structures for hazard monitoring and risk assessments, and (iii) reduce the risk of loss of human life due to natural hazard induced structural failure of critical public infrastructure.

A large proportion of the project addresses engineering works around the country and the procurement of goods in support of building climate resilience and reducing climate change vulnerability. The project also includes activities focused on building institutional capacities to address disaster risk management and integrated climate change at the operational level.

Project implementation is managed by the Project Coordination Unit (PCU) of the Ministry of Finance. The unit is responsible for all aspects of the project management including planning, procurement, financial management, reporting and coordination with participating ministries and project beneficiaries. As a World Bank financed project, implementation is managed in accordance with World Bank Policies and Procedures.

To assist with project implementation, the Portfolio Manager will support the PCU Coordinator by assuming responsibilities for the implementation of the DVRP portfolio under the combined PPCR/DVRP project.

Duties and Responsibilities

The DVRP Portfolio Manager will be supported by the PCU staff and administrative personnel, and will be required to coordinate and monitor all aspects of the implementation of the Project.

Specifically the duties include:

1. Develop strategic plans for DVRP portfolio implementation

2. Advise and regularly report to the PCU Coordinator on project implementation activities, program plans and recommend project implementation strategies.
3. Coordinate workload requirement with the PCU Coordinator and ensure timely reporting and preparation of project documentation as needed particularly with respect to Bank project reporting requirements and requests for No Objection.
4. Coordinate line ministry support required for efforts in the procurement of DVRP portfolio works including related studies, design, planning and construction implementation of all construction contracts;
5. Manage the selection and engagement of technical assistance consultants and supervising these consultancies;
6. Provide guidance to the PCU, key line ministries and team members in developing project benchmarks, critical path tasks and other project management needs of the project to monitor and manage tasks, achievement of activities, resource use and tem deployments;
7. Prepare TORs for the appropriate experts/specialists as required;
8. Engage and coordinate appropriate line ministry and stakeholder support as needed to advance portfolio objectives.
9. Liaise and coordinate with the World Bank on all technical and administrative aspects of the portfolio at the direction of the PCU Coordinator and participate in World Bank missions;
10. Prepare monitoring reports particularly quarterly monitoring reports for submission to the World Bank.
11. Manage the supervision of the technical consultants, including review of the progress reports and work products prepared by the Engineering Consultants.
12. Revise the Results Monitoring Framework, including the collection of baseline data and facilitate the conduct of surveys for the project.
13. Prepare TORs for the appropriate experts/specialists as required.
14. Participation in regional workshops

15. Other related duties as assigned by the PCU Coordinator.

Qualifications:

A Bachelor's Degree or equivalent in business or engineering management or related discipline and a minimum of 5 years' experience managing large contracting programs and procurement based activities. Demonstrated experience in managing programs with international agencies such as World Bank, IADB, European Union or similar agency. Demonstrated experience with management of multidisciplinary programs. Strong interpersonal and organizational skills required. Working knowledge of Microsoft office including word, excel, power point and Microsoft project is essential. Demonstrated experience in projects focused in the Eastern Caribbean and previous experience in managing World Bank projects highly desirable.

Contract Duration

The contract will be for a period of nine (9) months.

Interested persons should submit their Statement of Capability entitled:

Statement of Capability

Portfolio Manager

To:

***The Project Coordinator
Project Co-ordination Unit
GCNA Building, Kirani James Boulevard
ST. GEORGE'S
jenlaki@gmail.com***

The deadline for the submission of Statement of Capability is February 2, 2018