

## TERMS OF REFERENCE

### PROJECT COORDINATOR

#### **1. BACKGROUND**

1.01 The Government of Grenada (GOGR) has requested assistance from the Caribbean Development Bank (CDB) in financing a Project, which will respond to the challenges facing juvenile victims and youth-at-risk in Grenada. Grenada is challenged by, *inter alia*, increasing participation of juveniles and youth in crime and violence, high rate of youth unemployment, high dropout rates among boys and girls as well as a high level of poverty. The Awakening Special Potential by Investing in Restoration and Empowerment (ASPIRE) of Youth - Grenada Project will seek to complement the GOGR efforts to establish an improved gender equitable and comprehensive juvenile justice prevention and response system. In particular, the Project will provide services to enhance the residential aspect of the Juvenile justice system, enhance employability skills, support community safety and security, improve service delivery and improve service coordination. The Project is being implemented through the Ministry of Social Development (MOSDH).

1.02 A Project Coordinator (PC) is required to head the Project Coordination Unit (PCU). The PCU will be located in of the MOSDH. PC will work under the overall direction of the Project Steering Committee (PSC) and supervision of the Permanent Secretary of the Ministry of Social Development and Housing(MOSDH), and will report his/her activities and progress on the implementation of the Project, by written reports to PSC through the Permanent Secretary of the MOSDH.

#### **2. SCOPE OF SERVICES**

2.01. The Project Coordinator (PC) shall be responsible for coordinating and monitoring all aspects of the implementation of the Project and will report to the Permanent Secretary of the MOSDH during implementation. Responsibilities of the PC include, but are not limited to:

- (a) Representing the MOSDH in its interaction with consultants, suppliers, focal points and contractors;
- (b) Reading the Project document and be familiar with the components outline therein as well as with the requirements for the smooth implementation of the Project;
- (c) providing fiduciary oversight for of all components of the Project;
- (d) liaising with the CDB on technical and administrative aspects of the Project;
- (e) serving as secretary to the PSC;
- (f) promoting the various elements of the Project within the target communities and among key stakeholders to support recruitment of participants;
- (g) ensuring the incorporation of gender analysis at appropriate stages of the Project's outputs;
- (h) liaising with lead agencies in the communities to implement the various components of the Project.

- (i) supporting the relevant focal points in outreach and recruitment efforts to enrol participants;
- (j) coordinating with sites to ensure that logistics are in place for delivery of programmes;
- (k) submitting to CDB, gender-responsive progress reports in accordance with the Project reporting requirements, including updates to the procurement plans. This should include reports submitted by each focal point for their respective programme;
- (l) working with focal points to finalise, work plans and annual budgets;
- (m) facilitating the requests for proposals and bids and then facilitating the evaluation of proposals and recommendations of the awards of contracts and advise GOGR on the selected candidates for onward submission to CDB for no objection;
- (n) facilitating the evaluation applications of candidates for the award of long term training opportunities technical assistance consultancy contracts in view of their overall quality, responsiveness to gender equality and focus on results and advise GOGR on the selected candidates for onward submission to CDB for no objection;
- (o) ensuring the incorporation of gender analysis at appropriate stages of the Project's outputs.
- (p) providing cost control;
- (q) preparing and submitting claims to CDB for disbursement;
- (r) keeping separate accounts for project-related expenditures and disbursement activities;
- (s) preparing and submitting to CDB a Project Completion Report;
- (t) establishing effective relationships with private, non-profit and community worksites and partners;
- (u) overseeing the following components:
  - (i) Consultancy for the development and implementation Pre-Tracer and Tracer Study and the development the M&E system to support an integrated youth empowerment response.
  - (ii) Institutional Strengthening and Capacity Development.
  - (iii) Bacolet JRTC Enhancement
  - (iv) Worksite/mentorship development, including orientation and evaluations.
  - (v) Maintenance and compliance of participant files.



- (vi) Overall programme compliance to the conditions of the CDB Loan and Grant Agreements.
- (vii) Project audits, and evaluation.
- (viii) Participant and programme linkages with other youth empowerment programs and community programmes.
- (ix) attending and co-facilitating meetings;
- (x) attending other department staff meetings, trainings, or workshops as assigned; and
- (xi) assisted by the focal points, finalizing the terms of references for all consultancy services to be undertaken in the Project.

3. **EXPERIENCE AND QUALIFICATION**

3.01 The PC should have a minimum of the following qualifications:

- (a) A Graduate Degree with 5 years' experience or a Bachelor' Degree with 10 years' experience or commensurate qualifications in the Sociology, Education or a relevant field. The candidate should possess relevant experience in the coordination, management and implementation of youth/youth-at risk projects.
- (b) Training in Project Management with at least 5 years demonstrated experience.
- (c) A keen understanding of the juvenile justice system, community development and experience in mainstreaming gender equality in poor, vulnerable and at-risk communities would be an asset.
- (d) The qualifications and experience of any person subsequently assigned to the position of PC shall be acceptable to CDB.

4. **DURATION**

4.01 The assignment is expected to last for no more than 2 years from the date of contract signing.

5. Salary is commensurate with qualifications.

6. Please address all applications to the following two addresses, on or before **Friday 23<sup>rd</sup> November, 2018** to:

**Address 1:**

**The Permanent Secretary**  
 Ministry of Social Development, Housing and Community Empowerment  
 Ministerial Complex  
 St. George's  
 Grenada  
 Phone: 1-473-440-2269  
 Email: [ministrysod@yahoo.com](mailto:ministrysod@yahoo.com).

**Address 2:**

**Procurement Officer**  
 Caribbean Development Bank  
 P.O. Box 408, Wildey  
 St. Michael  
 BARBADOS, W.I  
 Tele: (246) 431-1600  
 Fax: (246) 426-7269  
 Email: [procurement@caribank.org](mailto:procurement@caribank.org)

**Unsuitable applications will not be acknowledged.**

**Closing date for receipt of applications is November 23<sup>rd</sup>, 2018.**