



**GOVERNMENT OF GRENADA  
MINISTRY OF FINANCE AND ENERGY**

**BASIC NEEDS TRUST FUND NINTH PROJECT – GRENADA  
PROJECT MANAGER**

The Government of the Grenada (GOGR) has received financing from the Caribbean Development Bank (CDB) towards the cost of financing the Basic Needs Trust Fund Ninth (BNTF 9) Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of GOGR and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOGR shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Basic Needs Trust Fund (BNTF) is a poverty reduction programme of the Caribbean Development Bank (CDB) with nine participating countries, which includes Grenada. Its mission is “to be a community development programme that supports health, education, water & sanitation, community access & drainage, and economic activities; through skills training, organizational development, infrastructure, and services”.

The BNTF Programme seeks to provide resources to poor communities to improve access to basic infrastructure services, provide temporary employment, enhance economic activity through skills enhancement; and reduce beneficiaries’ economic and social vulnerability to risks that impact on income and well being. Active engagement with the community is a priority for the Programme.

The BNTF project in Grenada is executed by the Ministry of Finance and Energy through the BNTF Implementing Agency (IA). The IA is responsible for the day-to-day operations of the project. However, as part of its overall management, an Oversight Entity (OE) has been established to provide guidance and direction. The BNTF project now seeks to hire a Project Manager (PM) to lead the staff of the IA.

Applications are invited from suitably qualified persons to fill the position of Project Manager for the BNTF project.

## **1.0 JOB SUMMARY**

The Project Manager (PM) will report to the assigned Operations Officer and/or Portfolio Manager at CDB, Barbados. He/she will lead the IA and will be an ex-officio member and Secretary of the Oversight Entity (OE). Through the Chairperson of the OE, the PM will report on the day-to-day operations of the IA. The PM will be responsible for establishing and maintaining contact with the relevant government ministries, non-governmental organizations (NGOs), civil society organizations and the private sector and for negotiating integral partnerships. As head of the IA, the PM will have ultimate responsibility for managing project resources and all IA staff and supervising the implementation of all sub-projects.

## **2.0 DUTIES**

2.01 The duties of the PM are:

- a) Aligning the IA's work programme with the country's poverty reduction goals and relevant development strategies;
- b) Assisting the OE and Government to develop and implement a Country Policy Framework (CPF) based on poverty reduction goals and national sector priorities and coordinate project activities with other similar donor-funded projects which address poverty.
- c) Agreeing on quantified (non sub-project specific) annual targets and work plans in the context of the agreed strategy;
- d) Coordinating the preparation of the portfolio of sub-projects for the approval by the OE and CDB, and proposing for consideration and approval by the OE, any other activities to be financed;
- e) Managing coordinating and supervising the IA team, including the Administrative/Accounting Officer, Community Liaison Officer, Project Engineer, Monitoring and Evaluation Officer and support staff, thereby ensuring sub-projects and activities are in compliance with the policies and guidelines established for the Programme;
- f) Identifying funding partners in consultation with the OE and CDB, managing day-to-day operational interactions, and reporting on partnership activities and achievements as part of the Annual Work Plan and Annual Project Performance Report

- g) Submitting all financial and non-financial reports as per schedule, to the OE and CDB, on a timely and regular basis, detailing all past and planned activities;
- h) Establishing and maintaining contact with all stakeholders, especially with the sponsoring Ministry/agency, other social partners and supervising consultants for efficient and effective delivery of project outputs;
- i) directing the planning, implementation, monitoring and internal evaluation of the BNTF Project and ensuring good governance;
- j) marketing BNTF activities to target groups as part of maintaining the BNTF's brand and profile in country;
- k) Having responsibility for cost control and compliance with relevant standards and policies of the Programme;
- l) Reviewing all contracts related to the hiring of staff, and the procurement of goods and services;
- m) Establishing a database of gender-sensitive monitoring indicators which will be used to improve on subsequent designs. The date for data collection will be agreed and outlined in the OM for each type of sub-project; and
- n) Any other related duties that may be delegated by the OE.

### **3.0 QUALIFICATIONS**

The PM is expected to have at least a Master's Degree and a minimum of 5 years' experience or a Bachelor's Degree and a minimum of 10 years' experience in project management. Expertise in the management of rural development projects and proficiency in computer skills are prerequisites. It would be advantageous if the PM has demonstrated competence in managing donor-funded programmes and the ability to effectively communicate with community groups, Government officials, donors, private sector representatives and NGOs. Knowledge of gender analysis and environmental sustainability are also desired. Good written and oral communication skills are required.

### **4.0 PERFORMANCE INDICATORS**

Performance in this role will be measured against the following and specific targets will be formulated on an annual basis:

- a) The volume of sub-projects (number and value) planned and achieved

- b) the mix of sub-projects (sectors and beneficiaries) planned and achieved
- c) the cost-effectiveness of the IA (operational cost per dollar approved and disbursed)
- d) funding partnerships formed (numbers, value)
- e) Government, partner and beneficiary feedback.

## **5.0 SALARY**

### 5.01 Salary commensurate with qualifications and experience

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Interested persons should forward applications and resumes no later than July 19, 2018 to:

The Chairperson  
Oversight Entity, BNTF  
C/O Ministry of Finance and Energy  
The Carenage  
St. George's  
Grenada

Email: mcdeane@hotmail.com and copied to bntfgrenadapm@gmail.com

**Applications received after July 19, 2018 would not be considered**

**Please note that the Ministry of Finance reserves the right to terminate the recruitment process at any point prior to the award of a contract, without incurring any liability to any applicant.**