
Terms of Reference

Project Title: Organization of Eastern Caribbean States (OECS) Skills and Innovation Project

Position: NATIONAL PROJECT COORDINATOR

Location: Grenada

Introduction:

The Organisation of Eastern Caribbean States (OECS) Skills and Innovation Project is being implemented by the Government of Grenada (GoG), the Government of Saint Lucia (GoSL), and the OECS Commission (OECSC). It is financed with \$36 million from the International Development Association (IDA), with each of the two participating countries receiving a US\$15 million credit while the OECSC receives a US\$6 million IDA grant.

The Organisation of Eastern Caribbean States (OECS) Skills and Innovation Project aims to enhance transversal and technical skills, as well as foster regional collaboration and innovation in post-secondary education. The project consists of four components: (i) Fostering regional collaboration for youth skills and innovation in the post-secondary space, implemented by the OECSC, (ii) Strengthening post-secondary institutions to deliver priority skills and participate in collaborative innovation, implemented by the GoG and GoSL, (iii) Project Management and Technical Assistance, implemented by the GoG, GoSL, and OECSC, and (iv) Contingent Emergency Response Component (CERC), which is activated in case of an eligible crisis or emergency.

The Ministry of Education, Youth, Sports & Culture of Grenada is seeking to recruit a National Project Coordinator to support the implementation of the OECS Skills and Innovation Project.

Responsibilities:

The National Project Coordinator, to be based in St. George's, Grenada, will be responsible for coordinating and overseeing the implementation of the project activities at the national level and for ensuring cross-country and regional collaboration. The key responsibilities include:

1. Project Management:

- Lead and coordinate timely implementation of all aspects of the Project based on the Project planning documents and tools. Ensure that Project expected outcomes are achieved in a timely manner.

- Each year, develop and update the annual detailed project work plan, including budget allocation for each sub-component and activity, to ensure efficient implementation aligned with project objectives, as outlined in the Project Appraisal Document (PAD).
- Supervise and coordinate the procurement process in compliance with World Bank and national regulations, ensuring transparency and accountability.
- Provide oversight of financial management, including budget tracking, expenditure review, and financial reporting, in coordination with the Project Financial Specialist and the Ministry of Finance.
- Ensure adherence to environmental and social safeguards policies throughout project implementation, coordinating with relevant stakeholders and experts as necessary.
- Ensure that administrative, operational and technical bottlenecks are resolved in an efficient manner.
- Oversee the planning, organization and coordination of regular (weekly) Project review meetings and end of project evaluation, ensuring adequate documentation of lessons learned, working closely with the M&E Specialist.
- Revise the Project Operations Manual (POM) as needed.
- Oversee the organization of regular coordination meetings with the World Bank.
- Prepare quarterly progress reports: These reports will outline key achievements, challenges, lessons learned, and financial updates, providing a comprehensive overview of project progress to the Project Steering Committee and donors.
- Prepare mid-term reports: These reports will assess the effectiveness and impact of project interventions against predefined indicators and targets, offering insights for strategic decision-making and future planning.
- Documentation of best practices: Compilation of best practices, case studies, and success stories to facilitate knowledge sharing and dissemination within the project team and among stakeholders, promoting learning and replication of successful approaches.

2. Stakeholder Coordination:

- Collaborate closely with the Ministry of Education, relevant government agencies, educational institutions, private sector entities, and civil society organizations to foster partnerships and leverage resources for project sustainability.
- Collaborate closely with Grenada Investment Development Corporation (GIDC) and innovation specialist to monitor the implementation of innovation activities.

- Provide regular updates to the Permanent Secretary and the Minister of Education, as needed.
- Lead the establishment and facilitation of a national Project Steering Committee comprising key stakeholders to provide strategic guidance and oversight. Work with the Regional Project Implementation Unit (RPIU) for the Project at the OECS as well as with the Saint Lucia Project Implementation Unit to coordinate technical activities.
- Organise and conduct regular stakeholder consultation meetings to solicit feedback, address concerns, and ensure inclusive decision-making processes.
- Coordinate and collaborate with relevant national stakeholders, including government agencies, educational institutions, and civil society organizations, to ensure effective project implementation.
- Facilitate stakeholder engagement and consultation processes in accordance with the Stakeholder Engagement Plan.
- Establish and maintain strong working relationships with key stakeholders to promote collaboration and resource sharing.

3. Technical Assistance and Capacity Building:

- Provide technical guidance and capacity building support to project staff, including the Project Implementation Unit (PIU) and implementing partners, to enhance their skills in project management, monitoring, and evaluation.
- Facilitate knowledge exchange workshops, training sessions, and study tours aimed at building the capacity of post-secondary institutions in innovative teaching methodologies, curriculum development, and quality assurance practices.
- Coordinate with regional and international experts to access specialised technical assistance and best practices relevant to the project objectives.
- Offer technical support and guidance to selected post-secondary institutions in Grenada (T.A. Marryshow Community College and New Life Organization) in the development and implementation of Regional Enhancement Plans (REPs).
- Assist in identifying institutional and regulatory constraints to innovation and provide technical assistance and funding through matching grants to collaborative innovation projects.
- Foster knowledge exchanges and capacity-building initiatives among post-secondary institutions within the OECS region.

4. Monitoring and Evaluation:

- Implement the Project's Monitoring and Evaluation framework, develop monitoring tools as needed, to follow the implementation of the Project's indicators, targets, and data collection tools, to track project progress and outcomes effectively.
- Conduct regular site visits and performance reviews to assess the quality and effectiveness of project activities, identifying challenges and proposing remedial actions promptly.

Prepare comprehensive M&E reports for submission to the Project Steering Committee, donors, and other relevant stakeholders, highlighting achievements, lessons learned, and areas for improvement.

Qualifications and Experience:

- A Bachelor's degree in Education, Public Administration, Business Management, or a related field with 10 years' experience. Or
- A Master's degree in Education, Public Administration, Business Management, or a related field with 5 years' experience.
- Professional certification in Project Management would be an advantage.
- At least 5 years of progressive experience in project coordination or management, preferably in the education sector or related fields.
- Knowledge of Grenada's post-secondary education systems and issues would be an advantage.
- Experience in managing projects funded by multilateral development banks.
- Strong organisational and coordination skills, with the ability to multitask and prioritise effectively.
- Excellent communication and interpersonal skills, with a proven ability to build and maintain effective working relationships with diverse stakeholders at national and international levels.
- Experience in monitoring and evaluation of projects is highly desirable.

Reporting:

The National Project Coordinator will report directly to the Permanent Secretary, Ministry of Education, Youth, Sports and Culture; and collaborate closely with the Project Implementation Unit (PIU) in Saint Lucia, as well as the RPIU at the OECS Commission.

Contract Duration:

The initial contract duration will be 12 months, renewable subject to satisfactory performance evaluations. The National Project Coordinator will be expected to serve a probationary period of 6 months, during which performance will be assessed against agreed-upon Key Performance Indicators (KPIs).

Application Process:

Interested candidates are requested to submit the following documents:

- A detailed curriculum vitae highlighting relevant experience.
- A cover letter explaining the candidate's interest in the position and their suitability.
- Contact information (email and telephone) of at least two professional references.