

FOR COMPETITIVENESS AND GROWTH PROJECT
Loan No.:8408-JM



Assignment Title: Project Coordinator
(hereinafter referred to as the “Consultant”).

Terms of Reference

1. BACKGROUND

Given the critical importance of facilitating large strategic investments to achieve significant positive impacts on growth, the Foundations for Competitiveness and Growth Project (FCGP) will finance a Project Preparation Facility (PPF) and related Technical Assistance (TA) for Government of Jamaica (GOJ) institutional capacity upgrading to bring strategic investments to market. This assistance responds to specific and urgent requests for support in these areas from GOJ stakeholders. Benefits of this support will include ensuring technical, economic, financial, and social and environmental sustainability of public-private partnerships (PPPs) and divestment projects; identifying and fairly allocating project risks between government and investors; ensuring broad market exposure for strategic investment opportunities; enhancing competition in the procurement process; avoiding unnecessary delays in the project go-ahead and implementation processes; and, importantly, strengthening the investment planning capacity of the GOJ to make better-informed decisions about PPPs, divestments, and other strategic investments.

Accordingly, GOJ engaged the World Bank to secure funding for the FCGP to promote broad-based private sector-led growth, improving the investment climate, strengthening infrastructure and logistics, and enhancing entrepreneurship and competitive industries. The Project Development Objective is to strengthen the business environment in Jamaica for private sector investment. This will be done by enhancing competition in the business environment, facilitating large-scale private investments, and supporting SME capabilities and finance. Given the critical importance of facilitating large strategic investments to achieve significant positive impacts on growth, the project will finance a Project Preparation Facility (PPF) and related TA for GOJ institutional capacity upgrading to bring strategic investments to market

The project will finance a PPF with the primary objective of funding the development expenses of GOJ PPPs, divestments implemented by DBJ, and other strategic investments to be implemented by respective ministries, departments and agencies MDAs, with the overall fund implemented by DBJ.

As the Lead Coordinating Agency for Component 2, DBJ will administer the PPF on behalf of GOJ. DBJ will oversee the operations of the PPF, with specific operational details provided in the Project Operations Manual to be finalized by the Bank and GOJ and approved by PIOJ and the Bank. DBJ will have management responsibility for the PPF as it is intended to be a ‘revolving’ facility. All procurement and financial management responsibilities of the PPF (Component 2A) and its related TA

(Component 2B) will be handled by PIOJ but, in this regard, DBJ will work closely with PIOJ to ensure that such fiduciary responsibilities remain at a very high level.

DBJ will act as the secretariat and head of the PPF Management Board – the Board that will receive and give technical review of all applications for project studies and TA submitted by MDAs.

Component 1 of the Project will provide technical assistance (TA) and implementation support to address critical business regulation and procedural issues that constrain firm entry, operation and expansion, competition, and trade and logistics. Priority reform needs have been identified in collaboration with a wide range of public and private stakeholders, particularly the Jamaica Promotions Corporation (JAMPRO) in its role as Secretariat of the National Competitiveness Council (NCC) charged with overseeing the business reform agenda. Consultations held with private sector associations and individual firms identified delays in construction permitting, trade facilitation and limited access to finance as critical constraints inhibiting investments and business expansion. Support is needed to upgrade competition advocacy in the economy. The Component will finance the following priority activities to support these reform needs, with other regulatory constraints being supported by other Bank activities.

Additional Financing has been approved by the World Bank to implement critical investment climate reforms. The end date of the FCGP will be extended to March 2024 upon signature of the Loan Agreement for Additional Financing. The expected outcome of the expansion is the marked improvement in the business climate. The initiatives under the project are expected to strengthen the enabling environment for private sector competitiveness to help Jamaica unleash its potential for productivity and growth, including to improve the trade environment. Additional Financing has:

- provided funding to facilitate a significant increase in the number of interventions that can be undertaken;
- created the need for engagement of new stakeholders across various MDAs and the private sector; and
- stimulated the need for additional coordination support complementary to the existing Component Project Coordinator under Component 1.

The FCGP now seeks support to i) lead its Project Coordination capacity for Component 2; and ii) supplement existing Project Coordination capacity already in place for Component 1.

2. OBJECTIVES

The position aims to provide project coordination and monitoring support to Components of the FCGP to ensure that: i) it is implemented within the established timeframe, within budget; and ii) that results are achieved and outputs and development objectives realized. The scope includes provision of support to the GOJ's Public Private Partnership (PPP) and Privatization agenda, as well as, the private sector investment climate and business reform agenda.

3. SCOPE OF WORK, DELIVERABLES AND SCHEDULE

Under the direction of DBJ for Component 2 and JAMPRO for Component 1, the Consultant shall employ a collaborative and coordinating approach to ensure that all activities are integrated and inputs incorporated to facilitate successful implementation of the Components.

In keeping with this, the Consultant's Scope of Work shall include the following:

Component 2

- Assume operational coordination of Component 2 of the FCGP consistent with the project documents and consistent with World Bank and the GOJ established policies and procedures;
- Undertake all administrative duties necessary for the proper functioning of Component 2 of the **FCGP**;

Project Preparation Facility

- Distribute information on the PPF, its processes and objectives, to all interested Government MDAs and other stakeholders;
- Provide support for the receipt of applications for PPF funding;
- Acknowledge, process and assess these applications
- Present the applications in a form appropriate to the PPF Management Board;
- Communicate decisions of the PPF Management Board , Project Operations Committee, and Project Steering Committee;
- Undertake Secretariat responsibility for PPF Management Board meetings;
- Assist with the preparation of internal agreements between the DBJ and the Government MDAs on the use of the PPF and ensure execution;
- Provide support, in the form of review and recommendation of all documentation and processes related to MDA applications;
- Ensure that the Government MDA reports adequately on the project preparation and transaction execution to facilitate decision making;
- Contribute or provide inputs to the development and maintain of a database of qualified and experienced Consultants;
- Assist the DBJ P4 Division to complete an assessment of the current funding model for the GoJ P4 Programme and post transaction data gathering and analysis;
- Provide information on required and existing funding for FCGP -funded projects
- Review existing contractual FCGP arrangements between the GoJ and relevant Ministries Departments and Agencies regarding reimbursement of project development costs and assist with creating similar contractual documents to transfer applicability to general funding of P4 Programme;
- Provide inputs to a practical plan for transitioning and integrating the FCGP funding programme into GoJ funding;
- Assist with the research of other external funding opportunities for project development to ensure sustainability and transitioning of FCGP into P4 Programme;
- Ensure that the project outputs are achieved as identified in the Project Document and as advised and instructed by the Project Steering Committee by developing an implementation plan that details the activities to be engaged and executed to ensure delivery of agreed outputs. This implementation plan will be developed for each agency that impacts the process and will be summarized in an implementation matrix;
- Provide contract management supervision support for consultants contracts assigned to the Attorney General Chambers as a part of the Commercial Task Force;

- Prepare Annual and Quarterly Work Plans, including the Component’s annual budget and procurement plan for GOJ Estimates of Expenditure, based on inputs from beneficiary and lead coordinating agencies and in conjunction with project component coordinators; and
- Prepare periodic reports for DBJ, PIOJ and the World Bank [monthly, quarterly, semi-annually, annually, etc.] in a timely manner and within specified scope.

Component 1

- Contribute to the operational coordination of Component 1 of the FCGP (**Additional Financing**) consistent with the project documents and consistent with World Bank and the GOJ established policies and procedures.
- Assume responsibility for oversight and coordination of beneficiary engagements for an assigned portfolio of interventions in line with – but not limited to – the following activities:
 - TOR preparation and finalisation, including updates during approval process
 - CWG meeting preparation and support
 - Procurement support and participation
 - Contract coordination
 - Issues escalation
 - Project close out meetings
- Provide inputs for reports, workplans, budgets, and other documentation as required by JAMPRO and/or PIOJ and as guided by the Component 1 Manager.

Cross-cutting

- Provide inputs to and maintain issues, risks, and lessons learned repositories to support management decisions
- Escalate matters to appropriate management stakeholder(s) to drive the required corrective and/or preventative actions.
- Ensure compliance with the implementation, legal, financial and technical requirements of the project.
- Contribute to the validation of the request for payment packages/dossiers (invoices, deliverables, approvals, etc);
- Prepare and /or facilitate the preparation of Terms of References (TORs) and Requests for Proposals (RFPs) for studies and spearhead the monitoring of assigned contracts for Consultants engaged on the project, based on inputs GOJ stakeholders including the lead coordinating agencies;

- Undertake monitoring of the Component’s performance, where assigned projects are fully aligned to the Project Development Objective Indicator and/or Intermediate Indicators, outlined in the Project’s Results Matrix. This work activity requires liaising with the relevant responsible officers in Ministries, Departments and Agencies (MDAs) being supported under the Component, including providing guidance to and collecting relevant information from those officers, as well as, collating data and information so collected into the periodic reports identified below; and
- Any other duties as assigned.

The Consultant shall submit the following Deliverables:

Component 2

- Provision of information on PPF Project funding as required
- Transition Plan inputs
- Report on research of funding opportunities
- Project Procurement Plans, quarterly and annual reports
- Annual Work Programmes/Operations Plans
- Annual Budget

Component 1

- Reports arising from beneficiary engagement for assigned interventions
- Input for:
 - Project Procurement Plans
 - Quarterly reports
 - Annual reports
 - Annual Work Programmes/Operations Plans
 - Annual Budgets

Crosscutting

- TORs for consultants and project staff, as required.
- Monthly execution/performance reports (including financial statements of the project).
- Escalation Briefs, as required.
- Final report on completion of contract.

4. NATURE AND DURATION OF ENGAGEMENT

The consultant will be engaged in the assignment on a full-time basis. The intended contract start date is May 15, 2022 and the period of implementation will end on March 31, 2024.

5. QUALIFICATIONS AND EXPERIENCE OF CONSULTANT

- i) A Bachelor’s Degree in Economics, Finance, Business Administration or related field with at least 7-years’ experience in the management and implementation of development projects.

Or

- A Master's Degree in Economics, Finance, Business Administration or related field with at least 4 years' experience in the management and implementation of development projects.
- ii) Certification in Project Management or equivalent (significant relevant work experience may be substituted for certification).
 - iii) Experience in Project Finance would be an asset.
 - iv) Previous work experience with government agencies; the private sector and international development partners would be an advantage.
 - v) Demonstrated skills in results-based project planning and management
 - vi) Demonstrated skills in developing, managing and maintaining electronic databases for analytical purposes, using database management tools such as Microsoft Excel
 - vii) Good interpersonal, communication and presentation skills.
 - viii) Knowledge of GOJ and World Bank procurement policies and procedures would be an advantage.
 - ix) Ability to work independently, take initiative and make sound judgments.

SKILLS AND COMPETENCIES

- Good knowledge of operational procedures related to project management and implementation;
- Time management and ability to apply good judgment in prioritizing assignments;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies;

6. SUPERVISION, COUNTERPART PERSONNEL AND FACILITIES

The Supervising Entity shall be DBJ for Component 2 activities and JAMPRO for Component 1 activities.

The Consultant shall liaise with the General Manager, Public-Private Partnerships and Privatisation Services (hereinafter referred to as "the Component 2 Manager"). The Component 2 Manager shall monitor all activities under Component 2.

The Consultant shall liaise with the Manager, Corporate Initiatives of the President's Office Division (hereinafter referred to as "the Component Manager") and will also work closely with the Component Coordinator assigned to JAMPRO. The Component Manager shall monitor all activities under the Component 1.

The Consultant will have access to a dedicated workspace at the DBJ Head Office for the duration of this Contract, as well as all other relevant resources, procedures and operations that are necessary for effective and efficient execution of the engagement.

The Consultant may require access to the DBJ and/or JAMPRO network in order to file and access documents pertaining to the Project. In this regard, the Consultant will be provided with a laptop computer, for use at all material times, to maintain the security and integrity of the JAMPRO network.

7. PAYMENT ARRANGEMENTS

- a) The Consultant shall submit a Monthly Execution Report to both DBJ and JAMPRO on a specified date of each month, to be agreed with the respective Component Managers for their approval.
- b) Once approved the Reports should be submitted with an invoice for the Services provided during the previous month, for review and approval by the Project Manager (PM) of the Project Execution Unit (PEU).
- c) On the basis of these approvals indicating the Entities' satisfaction with the Services, the Institute shall pay the Consultant the gross sum agreed by contract.