

**INTER-AMERICAN DEVELOPMENT BANK and the GOVERNMENT OF BARBADOS**

**BARBADOS CLIMATE RESILIENT SOUTH COAST WATER RECLAMATION PROJECT  
(BA-L1063)**

**TERMS OF REFERENCE FOR PROGRAM EXECUTION UNIT (PEU) CONSULTANTS**

**A. Administrative Officer**

**1. The Project**

The Government of Barbados has entered into Loan and Grant agreements with the InterAmerican Development Bank (IADB) and the Green Climate Fund (GCF) for the Barbados Climate Resilient South Coast Water Reclamation Project (the Project) to be executed by the Barbados Water Authority (BWA).

The Barbados Water Authority (BWA) is a statutory body which commenced operations on April 1st, 1981. The Barbados Water Authority assesses, controls, protects and monitors water resources. The Authority is responsible for supplying potable water and the provision of wastewater treatment and disposal services. Barbados is rated as the fifteen (15th) water-scarce country in the world and as such the role of the Barbados Water Authority is crucial to the wellbeing of Barbadian citizens and tourists alike.

The Barbados Water Authority is currently engaged in a number of major water and wastewater projects being implemented concurrently. For all projects the BWA manages the components and contracts of the projects along with the conditions for each loan. This is therefore a large undertaking for the Barbados Water Authority.

The general objective of the Project is to enhance Barbados' water supply resilience and reliability with a focus on climate action, environmental sustainability, and food security. The specific objectives are to:

- (i) diversify Barbados's water supply sources and reduce water insecurity through the reuse of reclaimed wastewater; and
- (ii) strengthen key sector institutions on water resource management, operational efficiency, monitoring, and gender mainstreaming.

The BWA is therefore seeking to contract a suitable qualified and experienced person to provide **administrative services** for the Project.

**2. Organizational unit responsible for consultancy**

The Project Management Office (PMO) of the BWA is responsible for developing, executing and monitoring a number of projects for the BWA and ensuring that the

conditions of the loan or grant agreements are met. The PMO also provides technical and administrative support to the projects it is implementing.

3. Scope

The **Administrative Officer** will report to the **Project Coordinator (PC)** for the Project. He / she will be responsible for administrative support on all aspects of implementation of the Project. The Project Officer shall be assigned exclusively to the project and will be supported by the administrative staff of the PMO as required. The Administrative Officer's duties will include but not be limited to monitoring the administrative aspects of the project.

4. Responsibilities. Responsible for providing overall administrative support to the PEU. In particular:

- (a) Coordinating meetings, seminars, and training programs.
- (b) Servicing meetings and preparing draft minutes, based on the corresponding proceedings.
- (c) Contributing to the preparation of draft papers, reports, briefs, and communication materials.
- (d) Researching and providing data required for the preparation of the progress reports, operations plans, and other.
- (e) Issuing relevant correspondence regarding decisions taken and /or requests for information.
- (f) Manage physical and electronic communications and Program files following the established management procedures.

5. Reporting Line: Reports to the **Project Manager**.

6. Qualifications

Prospective candidates should have a minimum of the following qualifications:

- (a) A degree in Management or a related field along with three (3) years of relevant experience in a project environment. Membership in a recognized professional body for corporate secretaries and administration, or another relevant professional qualification from a recognized institution would be considered an asset.

7. Knowledge and Skills:

- (a) Excellent oral and written skills
- (b) Strong organisational and time management skills

- (c) Competence in the use of Microsoft Office products, particularly Word, Excel, Visio, and Power Point
- (d) Effective decision-making skills.
- (e) Must maintain strict confidentiality in the execution of duties.
- (f) Ability to multi-task and work in a fast-paced environment.
- (g) Experience as an Administrative Officer on large investment projects would be an asset.

8. Characteristics of the Consultancy

Type of Consultancy: Individual Consultancy Service

Duration: To participate in the project for a period of 2 years, with possibility of extension based on performance up to the end of the project implementation period, foreseen for 5 years in total.

Place: Barbados (For Non-Resident Applicants eligibility is applicable for member countries of the Inter-American Development Bank.)

9. Payments

BA L1063 administrative budget.

Payments to the Consultant will be made monthly subject to negotiations.

10. Evaluation Criteria

The Project Coordinator will be selected based on the following evaluation criteria:

Criteria	Maximum Score
Qualifications	40
Experience	40
Skills	20
<b>Total</b>	<b>100</b>

11. Submission Details

Interested persons must submit their Curriculum Vitae and cover letter in electronic format to [hr@bwa.gov.bb](mailto:hr@bwa.gov.bb) by 4:30 pm on **October 17, 2025** to:

Mrs. Allison Kirton- Holder  
 Director Human Resources Management and Development,  
 Barbados Water Authority,  
 Pine Commercial Estate,  
 St. Michael,  
 Barbados  
 Attention: Mrs. Shelley Parris, Project Manager - Project Management Office