

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

Project Planning, Monitoring & Evaluation Specialist

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 main project components include (the "Program"):

- 1. Construction of a new South Coast Water Reclamation and Reuse facility.
- 2. Construction of a reclaimed water pipeline for aquifer recharge and agricultural irrigation.
- 3. Development of a monitoring and restoration plan for the Graeme Hall Swamp.
- 4. Construction of a 7 MW Solar Photovoltaic Plant with Battery Energy Storage System.

The BWA is therefore seeking to contract a suitable qualified and experienced person to provide Project Planning, Monitoring & Evaluation 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 **Project Planning, Monitoring & Evaluation Specialist** will report to the Project Coordinator (PC) for the Barbados Climate Resilient South Coast Water Reclamation Project. The Specialist will be responsible for leading and supporting all aspects of strategic planning, monitoring, and evaluation during the project's implementation. They will ensure the timely identification and tracking of the Program's physical and financial progress, working closely with the Project Management Office (PMO), Barbados Water Authority (BWA), and other stakeholders.

The Specialist will develop, implement, and update critical planning tools, such as the Pluriannual Program Execution Plan (PEP), Annual Operations Plan (AOP), and Procurement Plan (PP), ensuring alignment with the Program's objectives and compliance with the Program Operations Manual (POM). The role will also include preparing and submitting periodic reports, supporting procurement processes, and coordinating monitoring and evaluation efforts to achieve planned outputs and outcomes.

4. Responsibilities.

The Project Planning, Monitoring & Evaluation Specialist will lead the strategic and operational planning activities of the Program and monitor the physical and financial progress to ensure alignment with the Program's objectives, planned outputs, and results. Key responsibilities include:

- Leading the strategic and operational planning activities of the Program, as well as monitoring the physical and financial progress in implementation, in line with its objectives and respective planned outputs and results.
- Guiding and implementing the Program's Monitoring and Evaluation Plan (MEP), in coordination with key personnel of BWA, the Project Management Office, and other stakeholders.
- Coordinating the Program's planning and monitoring activities with the Project Coordinator and Project Management Office personnel.
- Conducting and supporting all internal and external monitoring activities related to the Program to enable the timely identification of the physical and financial progress, towards achieving planned outputs and outcomes in accordance with the Program's Results Matrix (RM), and in compliance with the Program Operations Manual (POM).

- Periodically preparing and updating the Program's planning tools including the Pluriannual Program Execution Plan (PEP), Annual Operations Plan (AOP), and Procurement Plan (PP), in collaboration with the financial and procurement areas of the BWA/Project Management Office and other technical and administrative units.
- Preparing periodic reports as direct support to the Project Coordinator and in compliance with IDB and GOB requirements, as established in the POM.

5. Reports to the **Project Coordinator**.

6. Qualifications

Prospective candidates should have a minimum of the following qualifications and experience:
Educational Background:

- A Master's degree in Project Management & Evaluation, Business, Management, Construction Management, or a related field, with at least five (5) years of relevant experience; or
- A Bachelor's degree in Project Management & Evaluation, Business, Management, Construction Management, or a related field, with a minimum of eight (8) years of relevant experience.

Relevant Experience:

- Demonstrated experience in strategic planning, monitoring, and evaluation of large-scale projects, preferably in water, wastewater, or climate-resilient infrastructure.
- Familiarity with international funding organizations, multilateral development banks, or similar institutions is an asset.

7. Knowledge and Skills:

The Project Planning, Monitoring & Evaluation Specialist must demonstrate the following:

- Strong oral and written communication skills, with the ability to prepare reports and present findings effectively to diverse stakeholders.
- Proficiency in Microsoft Office, particularly Microsoft Project, for preparing submissions, tracking progress, and presenting evaluations.
- Demonstrated ability to build and manage relationships, fostering collaboration across multidisciplinary teams.
- Comprehensive understanding of procurement, contract administration, and monitoring requirements of multilateral development banks or funding agencies.
- Expertise in preparing and assessing Results Monitoring Frameworks and conducting evaluations aligned with project design and objectives.
- Strong analytical and problem-solving skills to address challenges and recommend actionable solutions.
- Knowledge of monitoring and evaluation methodologies, tools, and best practices.
- Familiarity with environmental and social safeguards and compliance standards, especially those of international funding agencies, is an asset.
- Multitasking and organizational skills to manage simultaneous activities effectively

and meet strict deadlines.

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 InterAmerican Development Bank.)

9. Payments

BA L1063 administrative budget

Payments to the Consultant will be made on a monthly basis subject to negotiations.

10. Evaluation Criteria

The Project Planning, Monitoring & Evaluation Specialist will be selected based on the following evaluation criteria:

Criteria	Maximum Score
Qualifications	40
Experience	40
Skills	20
Total	100

11. Submission Details

Interested persons must submit their Curriculum Vitae and cover letter in electronic format to 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