

## **CARICOM DEVELOPMENT FUND (CDF) and the GOVERNMENT OF BARBADOS**

### **REDUCE, REUSE, RECYCLE FOR CLIMATE RESILIENCE WASTEWATER SYSTEMS IN BARBADOS 3R-CREWS PROJECT (GCF-FP192)**

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

##### **A. Project Coordinator**

###### **1. The Project**

The Government of Barbados has entered into Grant and Co-Financing agreements with the CARICOM Development Fund (CDF), Green Climate Fund (GCF) and the Government of Barbados for the implementation of the 3R-CReWS Project (Reduce, Reuse, Recycle for Climate Resilience Wastewater Systems in Barbados). The Barbados Water Authority (BWA) is the Executing Entity, with the Caribbean Community Climate Change Centre (CCCCC) serving as the Accredited Entity for the project.

The Barbados Water Authority (BWA) is a statutory body which commenced operations on April 1, 1981. The Authority assesses, controls, protects and monitors Barbados' water resources and is responsible for the supply of potable water and the provision of wastewater treatment and disposal services. Given that Barbados is considered one of the most water-scarce countries in the world, the BWA plays a pivotal role in ensuring national water security and climate resilience.

The BWA is currently managing several major projects in water and wastewater, including the 3R-CReWS Project, which represents a significant step in addressing climate-related vulnerabilities in the water sector. The BWA oversees the components, implementation arrangements, and fiduciary conditions of the project.

The general objective of the 3R-CReWS Project is to improve water security in Barbados by advancing climate-resilient wastewater treatment and reuse systems, while also reducing greenhouse gas emissions and enhancing institutional capacity. The specific objectives are to:

- Upgrade existing wastewater infrastructure to produce tertiary-treated reclaimed water for non-potable uses such as agricultural irrigation and aquifer recharge;
- Enhance operational resilience and energy efficiency at the Bridgetown Sewage Treatment Plant (BSTP);
- Strengthen national capacity for the management of wastewater and climate-related risks;
- Promote the enabling environment for wastewater reuse through legislative improvements and public education.

The main project components include:

1. Upgrading the Bridgetown Sewage Treatment Plant (BSTP) to tertiary treatment standards;
2. Installing a 9 km pipeline and six injection wells to facilitate the use of reclaimed water for irrigation and aquifer recharge;
3. Enhancing energy efficiency and climate resilience at the BSTP through renewable energy systems and decision-support tools;
4. Supporting capacity development at the BWA and advancing policy, public awareness, and private sector engagement in wastewater reuse.

The BWA is therefore seeking to contract a suitably qualified and experienced person to provide project coordination services for the 3R-CReWS 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 Coordinator will report to the Project Manager of the Project Management Office (PMO) at the Barbados Water Authority (BWA) or their designate. The Coordinator will be responsible for overseeing and managing all aspects of the implementation of the Reduce, Reuse, Recycle for Climate Resilience Wastewater Systems in Barbados (3R-CReWS), ensuring alignment with the project's objectives and goals. The Coordinator will lead the Program Execution Unit (PEU) and will collaborate with professional and administrative staff of the PMO and other stakeholders as required.

The role encompasses strategic oversight and operational coordination for all project components, including technical, financial, and administrative activities. The Project Coordinator will ensure compliance with technical standards, timelines, and quality guidelines while facilitating communication and coordination among relevant entities, including BWA departments, government agencies, contractors, and external stakeholders. This position is exclusively dedicated to the Reduce, Reuse, Recycle for Climate Resilience Wastewater Systems in Barbados (3R-CReWS) and plays a critical role in its successful delivery.

4. Responsibilities.

The Project Coordinator will serve as the highest technical and management authority within the Project Execution Unit (PEU), responsible for overseeing the successful implementation of all program components. Specific responsibilities include:

- a) Providing strategic, financial, and technical direction for the Program, ensuring

- alignment with the overall objectives in collaboration with various BWA departments, government agencies, and stakeholders, including the Ministry of Finance, Economic Affairs and Investment, the Ministry of Agriculture and Food Security, the Ministry of Environment and National Beautification, and the Ministry of Health and Wellness.
- b) Acting as the primary focal point for the Program, engaging with institutions, local authorities, beneficiaries, community organizations, and external stakeholders.
  - c) Providing the necessary support and coordination to/with BWA and other entities (Ministry of Finance, Economic Affairs and Investment, the Ministry of Agriculture and Food Security, the Government Analytical Services, the Environmental Protection Department, the Fair-Trading Commission, the Barbados Agricultural Development and Marketing Corporation (BADMC), etc.) to ensure the timely implementation of the Program's investment activities.
  - d) Serving as the counterpart for the Employer's Representative for the construction of Component 1 and related design and supervision consultancies.
  - e) Serving as the counterpart for design and supervision consultancies, technical consultancies, and technical cooperation for the Program.
  - f) Ensuring the alignment of overall investment plans and activities with the Program's strategic objectives throughout its execution.
  - g) Reviewing technical documents, including designs, plans, and specifications, as part of the procurement and tendering processes.
  - h) Coordinating with BWA and other entities to ensure the timely implementation of investment activities, adhering to technical, financial, and quality standards.
  - i) Supervising and monitoring the execution of all activities under the four investment components, ensuring compliance with designs and specifications.
  - j) Conducting field visits to assess the progress and quality of funded activities and assets.
  - k) Ensuring quality control, health, social, and environmental compliance, in accordance with the Environmental and Social Management Plan (ESMP).
  - l) Preparing and consolidating physical and financial progress reports on the Program's investments and activities.
  - m) Overseeing the preparation of bidding documents and the evaluation of technical bids.
  - n) Establishing and overseeing monitoring and evaluation (M&E) frameworks, ensuring alignment with International Financial Institution (IFI) requirements.
  - o) Developing and implementing capacity-building initiatives for local staff and stakeholders to support project sustainability.
  - p) Providing guidance and support to contractors and suppliers as necessary.

- q) Ensuring all activities comply with the conditions outlined in the Loan and Grant Finance Contracts.

**Additional Responsibilities:**

- r) Developing and maintaining a comprehensive risk management plan, including mitigation strategies and contingency plans to address potential project disruptions.
- s) Overseeing the design and implementation of a Grievance Redress Mechanism (GRM) to address stakeholder concerns promptly and in alignment with IADB and GCF requirements.
- t) Overseeing the design and implementation of a stakeholder engagement plan that includes regular consultations, updates, and feedback mechanisms for local communities, government agencies, and external partners.
- u) Ensuring that all project components integrate climate resilience measures, including sustainable infrastructure design and operational practices.
- v) Coordinating interdependencies between the project's four investment components to ensure seamless delivery of outputs and outcomes.
- w) Documenting and disseminating lessons learned, best practices, and innovative approaches from the project to stakeholders and funding agencies.
- x) Promoting the adoption of digital technologies and data systems for monitoring progress, stakeholder engagement, and reporting.
- y) Developing a comprehensive sustainability and handover plan, including operational guidelines, financial models, and capacity-building strategies for long-term maintenance.

5. Reporting Line

Reports to the Project Manager.

6. Qualifications

Prospective candidates should possess a minimum of the following qualifications:

**Educational Background:**

- A bachelor's degree or equivalent in Engineering (civil, electrical, mechanical, or related fields), Construction Management, Project Management, or a related discipline.
- A master's degree or equivalent in Engineering, Construction Management, Project Management, or a related field is preferred.
- Alternatively, a bachelor's degree in Engineering (civil, electrical, mechanical, or related fields), Construction Management, Project Management, combined with a Master's in Business Administration will also be considered.

**Professional Experience:**

- A minimum of ten (10) years' experience in managing and implementing large-scale

engineering projects with significant decision-making responsibilities.

- Proven experience in water or wastewater infrastructure projects is highly desirable.
- Demonstrated expertise in managing projects financed by international financial institutions or multilateral development banks.
- Familiarity with FIDIC contracts or similar internationally recognized contract frameworks.
- Experience in designing and implementing climate adaptation measures is an advantage.
- Prior experience working in Barbados, or the Caribbean region is desirable.

7. Knowledge and Skills:

The Project Coordinator must demonstrate the following knowledge and skills:

- Excellent oral and written communication skills for effective collaboration and reporting.
- Ability to coordinate and manage complex, multi-disciplinary projects in engineering and infrastructure development.
- Strong negotiation and conflict resolution skills, with the competence to engage effectively with internal and external stakeholders, consultants, contractors, and suppliers.
- Proven ability to work independently with minimal supervision while managing multiple priorities and responsibilities.
- Expertise in interpreting and evaluating engineering drawings, designs, and technical specifications.
- Comprehensive knowledge of water and sanitation systems, including hydraulics and related technical aspects.
- Proficiency in project management tools and software (e.g., Microsoft Project) and technical software such as AutoCAD and ArcGIS.
- Skills in developing operational and maintenance plans for large-scale infrastructure.
- Familiarity with public sector rules, procurement processes, and contract administration requirements.
- Strong understanding of project management concepts, including risk management, monitoring and evaluation (M&E), and results-based management.
- Demonstrated ability to build relationships, motivate teams, and manage multidisciplinary groups effectively.
- Knowledge of international environmental and social safeguards, particularly in projects financed by multilateral development banks.

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

Payments to the Consultant will be made on a monthly basis 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 February 18, 2026**, 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