

INTER-AMERICAN DEVELOPMENT BANK and the GOVERNMENT OF BARBADOS

Inter-American Development Bank CLIMA –BA-L1069 and 6097/OC-BA - Mains Replacement and Non-Revenue Water Reduction Program in Barbados

TERMS OF REFERENCE

Project Coordinator

1. The Project

The Government of Barbados (GOB) has entered into a Loan agreement with the InterAmerican Development Bank (IDB) - IDB CLIMA - Mains Replacement and Non-Revenue Water Reduction Program in Barbados (the Project) to be executed by the Barbados Water Authority (BWA).

The 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 improve the climate-resilience of the potable water sector, while supporting Barbados' agenda regarding innovative green finance solutions.

The specific objectives of the Project are to:

- (i) Improve the reliability and the operational efficiency of BWA's water distribution system; and
- (ii) Strengthen the technical capacity of BWA to design and implement water projects with climate and biodiversity considerations, while developing environmental impact monitoring and reporting capacities.

The main project components include:

- 1. Water Mains Replacement: Replace over 100 km of ageing water mains to reduce leaks, improve service reliability, strengthen climate resilience, and finance design and

- construction supervision.
2. **Non-Revenue Water Management:** Reduce water losses through leak detection, bulk metering, network optimization, pressure management, improved monitoring, and asset management.
 3. **Institutional Strengthening:** Build BWA's technical and operational capacity, strengthen utility management, support climate resilience, water sector planning, and community water conservation initiatives.
 4. **Program Administration:** Finance the Program Execution Unit, audits, monitoring and evaluation, communications, environmental management, and overall program implementation and supervision.

The BWA is therefore seeking to contract a suitable qualified and experienced person to provide **Project Management** 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. The Project Execution Unit (PEU) and all members thereof will therefore be hired to execute the project on behalf of and supported by the PMO for its duration.

3. *Scope*

The **Project Coordinator** (PC) will report to the Project Manager of the PMO of The Barbados Water Authority. He / she will be responsible for coordinating and monitoring all aspects of implementation of all the components of the project. The PC shall be assigned exclusively to the Project and will be in charge of the PEU working directly on implementation and supported by the professional, technical and administrative staff hired within this PEU and any other staff of the PMO as required.

4. *Responsibilities.*

The **Project Coordinator** is the highest technical authority of the Program in the Program Execution Unit responsible for:

- (a) Providing the strategic, financial, technical direction, and monitoring of Program implementation in coordination with the various areas and department of BWA including the Project Management Office, Engineering Department and other, as well as technical participating agencies of the Government of Barbados (GOB).
- (b) Serving as the main focal point of the Program with such institutions, local authorities, beneficiaries, community organizations, and external stakeholders.
- (c) Ensuring, at all times, the consistency of the overall investment plans and activities with the Program's strategic objectives throughout the execution period as well as direct supervision of the project budget and close coordination with the PMO and IDB on cost re-allocations.
- (d) In coordination with the members of BWA Project Management Office and

technical departments, reviewing technical documents including designs, plans, technical specifications and other, as part of the procurement/tendering administration of the Program.

- (e) Providing the necessary support and coordination to/with BWA and other external entities including relevant ministries and agencies of the GOB as well as all related stakeholders to ensure the timely implementation of the Program's investment activities.
- (f) Supervising/monitoring the implementation of all activities contained in the investment components, and ensuring that they comply with the design and technical specifications.
- (g) Conducting field visits to monitor the progress and quality of activities and assets funded under the Program.
- (h) In coordination with the Project Management Office and BWA technical and supporting teams, controlling quality, health, social and environmental aspects, and ensuring compliance with the terms contained in the Environmental and Social Management Plan (ESMP).
- (i) Preparing and consolidating information and reports on physical and financial implementation progress of the Program's investments including those submitted by relevant contractors in close coordination with the Monitoring & Evaluation officer/ consultant and other activities to the Bank and relevant ministries and agencies of the GOB.
- (j) Providing guidance/support to contractors and goods and services suppliers as necessary.
- (k) Serving as the counterpart for the Employer's Representative/Engineer for construction works and related design and supervision consultancies.
- (l) Serving as the counterpart for design and supervision consultancies, technical consultancies, and technical cooperation for the Program.
- (m) Reviewing technical documents, including designs, plans, and specifications, as part of the procurement and tendering processes, in coordination with the Procurement Specialist.
- (n) Ensuring compliance with the stipulations of the Loan Contract.

5. Reporting Line:

The **Project Coordinator** will report directly to the Project Manager of the BWAPMO or his/her designate.

6. Qualifications

Prospective candidates should have a minimum of the following qualifications:

- (a) A Bachelor's Degree or equivalent preferably in Engineering (registered as a professional engineer), Project Management, Construction Management or Procurement with a minimum of ten (10) years' experience in maintenance, management and implementation projects.
- (b) A Master's Degree or equivalent preferably in Engineering (registered as a professional engineer), Procurement, Construction Management or a Bachelor's

Degree in Engineering with a Master's in Business Administration. Possessing Project Management Professional certification would be an asset with a minimum of ten (10) years' experience in the management and implementation engineering projects.

- (c) Project management certification (PMP or PRINCE2) will be considered an asset

7. Knowledge and Skills:

The **Project Coordinator** must demonstrate:

- (a) Excellent oral and written skills
- (b) Ability to coordinate complex projects, experience with international financing institutions would be an asset
- (c) Strong negotiation skills with competence to deal with internal and external stakeholders, consultants, contractors and suppliers
- (d) Ability to operate with independence and minimum supervision
- (e) Competence in the use of Microsoft Office and the use of typical project management software
- (f) Knowledge of the concepts of project management and conflict management
- (g) Demonstrated ability to build relationships, motivate and manage teams of people and a strong understanding of the entire project management cycle.
- (h) Knowledge of public sector rules, guidelines, procurement processes and procedures
- (i) Working experience in Barbados or the Caribbean, and previous working experience with projects and programs financed by international financial institutions 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 on a full-time basis, 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 L1069 and 6097/OC-BA administrative budget

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
Skills	40
Communications Skills	20
Total	100

11. Submission Details

Interested persons must submit their Curriculum Vitae in hardcopy or electronic format at hr@bwa.gov.bb at or before 4:30 pm, August 28, 2026.

Ms. Nancy Solomon

Director – Human Resources Management and Development,

Barbados Water Authority,

Pine Commercial Estate,

St. Michael,

Barbados

Attention: Mrs. Shelley Parris, Project Manager - Project Management Office