

# Terms of Reference Deputy Team Leader

<b>Proposed function</b>	Deputy Team Leader
<b>Name of expert</b>	T.b.d.
<b>Aim of this assignment</b>	<p>VNG International is working on St Maarten in the context of the recovery and reconstruction efforts after hurricane Irma in 2017. In that context, we are implementing the Civil Society Partnership Facility for Resilience Project (CSPFRP) funded by the Netherlands and administered by World Bank under the Trust Fund for St Maarten.</p> <p>The project contributes to the objectives of Sint Maarten’s National Recovery and Resilience Plan (NRRP) to restore economic, community and governance infrastructure and to restore and enhance service delivery. In addition, the project will contribute to all the focus areas in the Trust Fund’s Strategic Framework (2019–2025): (a) promoting sustainable economic recovery, (b) supporting citizens and resilient communities, and (c) building the foundations to improve long-term resilience and good governance particularly at the community level.</p> <p>The Project Development Objective is to improve the capacity of civil society organizations and support implementation of reconstruction and resilience sub-projects at the community level. The CSPFRP will be implemented through three complementary components: (a) Small grants to civil society organizations for reconstruction and resilience, (b) Capacity building and technical assistance to local CSOs, and (c) Project management and coordination.</p> <p>In order to facilitate smooth implementation of the project, a local project team (the Project Implementation Unit – PIU) will be formed to guide and carry out the day-to-day implementation of the project. The team will consist of the following positions:</p> <ul style="list-style-type: none"> <li>• Team Leader;</li> <li>• Deputy Team Leader;</li> <li>• Grants Manager;</li> <li>• Capacity Building and Training Manager;</li> <li>• Finance and Control Specialist;</li> <li>• Safeguards Specialist.</li> </ul> <p>The Deputy Team Leader is co-responsible for the implementation of the CSPFRP in line with World Bank rules and regulations, the Project Appraisal Document (PAD), the Project Budget and the Project Proposal. The Deputy Team Leader's principal role is to provide managerial and technical direction for the complex array of tasks in the CSPFRP, and to ensure that all the project staff are supported adequately and are able to carry out their respective roles efficiently – all under the guidance and direct supervision of the Team Leader of the project. The Deputy Team Leader is co-responsible for the overall delivery of the CSPFRP outputs and he will ensure quality standards are adhered to in all aspects of delivery, including reporting.</p>

	It is foreseen that the Deputy Team Leader will take over the responsibilities and role of the Team Leader in the third project year (as of 1 July 2022).
<b>Activities to be performed</b>	<p>Under the direction and supervision of the Team Leader, the Deputy Team Leader will be co-responsible for, but not limited to:</p> <ul style="list-style-type: none"> <li>• Management of the CSPFRP and the PIU's office on St Maarten;</li> <li>• Supervise and coordinate all tasks and responsibilities of the PIU: <ul style="list-style-type: none"> <li>○ Drafting of terms of references of project staff;</li> <li>○ Selection &amp; recruitment of staff;</li> <li>○ Overall planning of the CSPFRP, including financial management and budgeting;</li> <li>○ Communication between the PIU and VNG International in the Netherlands;</li> <li>○ Procurement of services, goods and works (as required);</li> <li>○ Overall communication and visibility (e.g. website), including awareness raising of CSPFRP on St Maarten;</li> </ul> </li> <li>• Ensure good and regular communications with all project partners including the World Bank, the Project Technical Committee (PTC) and the Dutch Representation Office in Philipsburg/Sint Maarten (VNP);</li> <li>• Set-up and develop a solid monitoring and evaluation system for the project;</li> <li>• Carrying out baseline, mid-term and end sub-project evaluations and beneficiary assessments.</li> </ul>
<b>Verifiable deliverables</b>	<p>The Deputy Team Leader will contribute to the timely delivery to VNG International of the:</p> <ul style="list-style-type: none"> <li>• Bi-annual work and activity plans;</li> <li>• Bi-annual budget breakdowns and budget forecasts;</li> <li>• Bi-annual communication and visibility plans;</li> <li>• Bi-annual overall project progress and financial reports.</li> </ul>
<b>Written reporting requirements</b>	<ul style="list-style-type: none"> <li>• Contribute to narrative of the technical progress reports as required by the World Bank (bi-annual reports and final report);</li> <li>• Contribute to any additional reports the World Bank considers necessary for the management of CSPFRP.</li> </ul>
<b>Reporting Lines</b>	<ul style="list-style-type: none"> <li>• The Deputy Team Leader will report to the Team Leader, who is the day-to-day representative of the PIU on St Maarten, including towards the World Bank and the PTC;</li> <li>• The Deputy Team Leader will report to the Project Director at VNG International Headquarters.</li> </ul>
<b>Minimum qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant working experience on St Maarten;</li> <li>• Experience in building up civil society and providing support to NGOs;</li> <li>• Experience in managing teams and being end responsible for team work;</li> <li>• Good understanding of procurement rules and monitoring their compliance;</li> <li>• Proven English writing skills;</li> <li>• Experience in (co-)managing internationally funded projects, and preferably as Team Leader, is an asset;</li> <li>• Understanding of World Bank procedures and guidelines is an asset;</li> <li>• Good understanding of inter-governmental relations within the Kingdom of the Netherlands is an asset;</li> <li>• Good (passive) understanding of the Dutch language is an asset.</li> </ul>

<b>Approximate number of working days</b>	220 working days over the period 1 July 2020 – 1 July 2022, with a half-time deployment being foreseen. A full-time involvement between 1 July 2022 – 1 July 2024 (440 working days) is foreseen.
<b>Period of the assignment</b>	1 July 2020 – 1 July 2022, with a half-time deployment between 1 July 2020 and 1 July 2022. A subsequent full-time involvement as the project's Team Leader is foreseen until the project's closure on 1 July 2024 (1 July 2022 – 1 July 2024 - 440 working days).
<b>Place of the assignment</b>	St Maarten (possibly home-based). Given the COVID-19 crisis, the exact arrangement for working from the Netherlands or on St Maarten will be agreed upon with the Project Director and the World Bank.