**TERMS OF REFERENCE**

**(Individual Contractor Agreement)**

**Title:** PROJECT MANAGER

**Project:**  CARPHA – NPHL – NBTS Offices and Laboratories Complete Design

**Duty station:** Port of Spain, Trinidad

**Section/Unit:** LCR, PAOH – UNOPS

**Contract/Level:** International ICA 2

**Duration:** 6 months with possibility of extension

**Supervisor:** Multi-Country Manager, Head of Programme

1. **Background Information - UNOPS**

UNOPS supports the successful implementation of its partners’ peacebuilding, humanitarian and development projects around the world. Our mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner.

Working in some of the world’s most challenging environments, our vision is to advance sustainable implementation practices, always satisfying or surpassing our partners’ expectations.

With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, wherever they need it.

A flexible structure and global reach means that we can quickly respond to our partners' needs, while offering the benefits of economies of scale

1. **General Background of Assignment**

**Background Information – Job specific**

UNOPS office for the English and Dutch Caribbean currently oversees several infrastructure projects (both implementation and technical assistance) in Belize, Dominica, St Lucia, Trinidad & Tobago, Grenada, and Curacao.

UNOPS in Trinidad & Tobago supports the Ministry of Health through PAHO in the Project: “CARPHA – NPHL – NBTS Offices and Laboratories Complete Design and Procurement”

This project is funded by the Government of Trinidad and Tobago through the Ministry of Health. The executing agencies are the Pan-American Health Organization (PAHO-WHO) together with the United Nations Office for Project Services (UNOPS).

The new office and laboratory facility will co-locate three agencies on a common site, which will provide the opportunity to identify work spaces and systems that will benefit the operation of all three laboratories: CARPHA – Caribbean Public Health Agency; NPHL – National Public Health Agency (Ministry of Health of Trinidad and Tobago); NBTS – National Blood Transfusion Services.

This position relates to the project in Trinidad with the objective of expanding UNOPS’ support. The position also relates to supporting other infrastructure projects within the Caribbean sub-region.

The Project Manager will be responsible for the day-to-day operations of the project(s) and will provide services to the different donors, partners and beneficiaries. He/she is expected to meet and exceed the organizations performance and delivery goals.

The Project Manager ensures that the project produce the required products within the specified tolerance of time, cost, quality, scope, risk and benefits. The Project Manager is also responsible for the project producing a result capable of achieving the benefits defined in the Business Case(s). He/She will contribute to the overall business targets and needs.

1. **Success criteria**

The project manager is responsible for all aspects of the project life cycle. S/he must be able to apply, with some degree of autonomy, the below duties and responsibilities of the project success criteria:

**Stakeholder Management:**

* Establish solid working relationship with the project board (Executive, Senior Users and Senior Suppliers), client and key stakeholders
* Manage communications and ensure stakeholders are aware of project activities, progress, exceptions and are in a position to accept handover products
* Advise the client on issues that may impact the achievement of their outcomes (including issues of sustainability and post project requirements such as maintenance)
* Manage the information flows between the Project Board/OC Director and the project(s)

**Delivery and Performance:**

* Develop and maintain project plans
* Implement approved project plans (including the establishment of milestones) within tolerances set by the project board
* Embed sustainability dimensions including social and gender inclusion, environmental and economic aspects into project life cycle.
* Manage the production of the required products, taking responsibility for overall progress and use of resources and initiating corrective action where necessary
* Liaise with any external suppliers or account managers
* Authorize Work Packages
* Advise the Project Board and OC Manager of any deviations from the plan
* Identify and manage risks so that maximum benefit to client and stakeholders is achieved
* Manage and review product quality and ensure products are accepted
* Monitor and evaluate performance of service providers
* Identify and report potential business opportunities for UNOPS to supervisor
* Identify and report threats to UNOPS internal business case to supervisor

**Procedures:**

* Follow the Project Management Cycle Instructions and ensure that all organizational policy is complied with (Organizational Directives and Administrative Instructions)
* Prepare/adapt the following plans for approval by the Project Board: I. Project Initiation Documentation; II. Stage/Exception Plans and relevant Product Descriptions
* Prepare the following reports:
* Highlight Reports
* End Stage Reports
* Operational Closure Checklist
* End Project Report
* Handover Report
* Maintain the following: i. Electronic Blue File; ii. Procurement, HR and Finance files as required by those practices as per OD12.
* Ensure that all expenditures comply with UNOPS Financial Rules and Regulations (FRR).
* Manage budgets, cash flow and obligations to ensure that deliverables are met and payments to contractors and personnel are received on time.
* Understand and manage UNOPS overheads, allocable charges, and related corporate charges as they apply to the project
* Understand the unique structures of the UN and budget appropriately for personnel
* Manage and remain accountable for expenditures against the budget (based on accurate financial reports)
* Where the Project Manager has no delegation as a committing officer, s/he retains these responsibilities and will monitor and instruct/request others to carry out the relevant commitments and disbursements.

**Knowledge Management:**

* Participate in the relevant Communities of Practice
* Actively interact with other PMs and the PM community to share case studies, lessons learned and best practice on the Knowledge System.
* Provide feedback to Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS policies
* Complete lessons learned as per reporting format
* Incorporate lessons learned from others as per planning format

**Personnel Management: if applicable**

* Lead and motivate the project management team
* Ensure that behavioral expectations of team members are established
* Ensure that performance reviews are conducted
* Identify outstanding staff and bring them to the attention of the OC Director
* Have a thorough understanding of UNOPS personnel contract modalities (including ICA and Staff)
* Select, recruit and train team as required by project plans
* Perform the Team Manager role, unless appointed to another person(s)
* Perform Project Support role, unless appointed to another person or corporate/programme function
* Ensure safety and security for all personnel and comply with UNDSS standards

1. **Monitoring and Progress Controls**

Success of the project(s) and hence Project Manager will be based on the Success Criteria of UNOPS engagements which are linked to the above mentioned responsibilities

1. **Qualifications and Experience**
2. **Education**

* Advanced University Degree in Civil Engineering, Architecture, or other relevant discipline.
* University Degree (bachelor’s degree / first level) with a combination of 2 additional years of relevant professional experience in Civil Engineering, Architecture or other relevant discipline, may be accepted in lieu of the advance university degree.
* Knowledge of UNOPS rules and Regulations is an asset
* Experience in Laboratory or Health Infrastructure Design is an asset
* PRINCE2® Foundation is an asset
* PRINCE2 Practitioner Certification – Preferred
* Complete the UNOPS Project Management Foundation course (within one year after signing this TOR)

1. **Work Experience**

Five years (or more based on academic credentials) of progressive experience in project development and management, with focus on monitoring, reporting, development and coordination of projects that include involvement, design and constructions of Health infrastructure in developing countries.

1. **Key Competencies**

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|  | Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. (**Applicable only for levels ICS-10 and above**) |
|  | Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion. |
|  | Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles |
|  | Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role). |
|  | Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them.  Understands that responsible use of resources maximizes our impact on our beneficiaries. |
|  | Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements. |
|  | Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving. |
|  | Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground. |

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| Project Authority (Name/Title): | | Contract holder (Name/Title): | |
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| Signature | Date | Signature | Date |