**Ministry of Legal Affairs**

**Government of the Republic of Trinidad & Tobago**

**Strengthened Information Management at the Registrar General’s Department (TT-L1034)**

**TERMS OF REFERENCE**

***PROJECT MANAGER***

1. **BACKGROUND**

*Strengthened Information Management at the Registrar General’s Department* (SIMR), is a project of the Ministry of Legal Affairs (MLA) that is financed through a loan facility of the Inter-American Development Bank (IDB). SIMR’s objective is to streamline the property registration process. Project activities have been organized into two (2) components: (1) Institutional capacity strengthening of the Registrar General’s Department (RGD) and (2) Support to strengthen identification of parcels and persons in property registration.

The Project Manager (PM) will be responsible for staffing and supervising a project implementation unit (PIU); preparing and executing SIMR’s Annual Operating Plan; including management and expediting of project activities and staff. He/she will be responsible for organizing and streamlining the project’s procedures/schedules/plans; as well as giving strategic direction and oversight to the activities that will impact on the project’s implementation. Finally, he/she will be responsible for ensuring attainment of project objectives and results, as described in the project Plan of Operations.

1. **GENERAL OBJECTIVES**

The objective of this consultancy is to manage and ensure implementation of SIMR project activities, including supervision of PIU staff.

1. **SCOPE OF WORK**

Reporting to the Registrar General, RGD, the Project Manager will ensure effective execution of the SIMR project, in accordance with project documents and the loan agreement, by:

* Preparing and updating SIMR Annual Operating Plan (AOP);
* Overseeing implementation of all AOP activities,
* Supervising the work of all PIU staff; and
* Ensuring timely updating, and effective planning, tracking, reporting and evaluation in accordance with proposed schedule, cost and quality parameters and policies/procedures of the Government of the Republic of Trinidad and Tobago (GoRTT) and the IDB.

***Specific duties will include:***

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| **Skill Area** | **Activities** |
| **Technical Functions** | 1. Ensure PIU compliance with IDB/GoRTT loan agreement in project execution. 2. Prepare, update and manage the AOP using the MS Projects software tool 3. Supervise and evaluate PIU staff 4. Develop and deliver bi-weekly project performance reports 5. Develop project proposals, requirements, documentation and presentations as requested. |
| **Special Technical Functions** | 1. Lead project review exercises designed to adjust, organize and streamline project procedures/schedules/plans, highlighting the activities that will impact on project implementation. 2. Manage and control project implementation according to the project plans. 3. Facilitate project staff in the definition of project tasks and resource requirements. 4. Enhance the mechanisms to track and report on project performance. 5. Ensure effective coordination between, and reporting from, procurement, financial, and project staff. 6. Lead and direct special project steering committees developed to expedite project implementation. 7. Participate in regular project evaluation and review meetings to identify current and future bottlenecks/challenges/risks and to develop and initiate resolutions. 8. Collaborate with Procurement Specialist to ensure timely processing of projects through the Central Tenders Board, MLA Tenders Committee and other relevant agencies, according to established procedures. 9. Coordinate with Financial Specialist to ensure that disbursement projections are accurately updated in line with AOP timelines. 10. Proactively manage and communicate changes in project scope, schedule and budget 11. Establish effective working relationships with the customer on all levels, including PIU staff, RGD, MLA, IDB, other Government Ministries/Departments, Consultants, Contractors and other agencies. 12. Participate in IDB Missions, meetings with the PIU, IDB and other managerial or technical activities of the PIU as deemed necessary and reasonable. 13. Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements with recommendations. |

1. **DURATION OF ASSIGNMENT**

The duration of the contract is one (1) year. The estimated level of effort is full-time.

1. **REPORTING ARRANGEMENTS**

The selected candidate will report to the Registrar General of the Registrar General’s Department.

1. **ADMINISTRATIVE ARRANGEMENTS**

* Office accommodation will be provided
* The position does not require travel, however the candidate will be required to attend meetings and provide support for events out-of-office on occasion.

1. **DELIVERABLES AND PAYMENT SCHEDULE**

For the performance of duties outlined in this Terms of Reference, the consultant will be paid on a monthly basis, by or before the last day of the month.

1. **TECHNICAL PROFILE OF CANDIDATE**

**Qualifications**

* First degree in Project Management or related field with Post Graduate training in Project Management, Public Administration, Public Policy, and Economics or other related relevant disciplines.
* PMI’s PMP Credential are assets

**Knowledge/Experience**

* At least five (5) years working experience in a similar situation.

**Experience**

* Sound working knowledge of project management techniques, tools and software, including MS Projects
* Experience and knowledge of the public service management system of Trinidad and Tobago
* Experience at working both independently and in a team-oriented, collaborative environment is essential
* Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
* Reacts to project adjustments and alterations promptly and efficiently
* Proven People Management and Communication skills. Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines
* Strong written and oral communication skills
* Ability to effectively prioritize and execute multiple tasks in a high-pressure environment is crucial.
* A strong understanding of the Trinidad & Tobago’s social, political and cultural structures and environment