



# Terms of Reference

## PROGRAMME MANAGER (INDIVIDUAL CONSULTANT)

STRENGTHENING OF THE SINGLE ELECTRONIC WINDOW FOR TRADE AND BUSINESS FACILITATION  
MINISTRY OF TRADE AND INDUSTRY

### PROGRAMME DETAILS

The Strengthening of the Single Electronic Window for Trade and Business Facilitation is an Inter-American Development Bank (IDB) funded Programme to be executed by the Ministry of Trade and Industry (MTI). The overall objective of this Programme is to improve the trade performance and enhance the business competitiveness of Trinidad and Tobago through the strengthening and transformation of the Single Electronic Window (TTBizLink) into a world-class solution based on international standards. The expected outcomes of the Programme are enhanced trade performance and competitiveness of Trinidad & Tobago and improved coordination and interoperability between government agencies and main international trading partners.

The Programme is to be implemented in three (3) main components, with the following objectives:

**Component 1-** Enhancing and expanding the services of the Single Electronic Window -This component will focus on upgrading the current TTBizLink to international best practices.

**Component 2-** Enhancing the Interoperability of TTBizLink. This component will facilitate the exchange and analysis of data between TTBizLink and the information systems of key stakeholders as well as the information systems of strategic trading partners of Trinidad & Tobago.

**Component 3-** Modernizing the Legal, Institutional Framework for International Trade and Institutional Governance of the TTBizLink. This component will address the deficiencies in the legal and regulatory framework and strengthen the institutional governance of the TTBizLink.

### DUTIES AND RESPONSIBILITIES

The Programme Manager is responsible for the overall governance and administration of the Programme with the following specific responsibilities:

- Monitoring of the progress of Programme activities and analysis of variances of actual results against plans;
- Ensuring that the approved recommendations for the Programme are implemented, in collaboration with the other participating entities;
- Serving as a liaison for the Programme with the IDB and other stakeholders;
- Preparing and managing the Programme based on the Programme's Operations Manual;
- Provide leadership and direction for Project planning, implementation processes and Project budget with full accountability to the MTI and the Bank;
- Oversee the implementation and execution of the Programme, as outlined in the Project Profile (see attached), including any modification or refinement to achieve the Programme's goals;
- Oversee the preparation of all required technical and financial reports, including work plans, action plans, progress reports, etc.;
- Supervise the preparation of bidding documents, terms of references, technical specifications, and all relevant documents required for the procurement of the Programme's goods, works and services;
- Review and evaluate the submitted documents for the procurement of goods, works and services;
- Certify all payments for Programme expenses and disbursements;
- Manage all the administrative and operational activities of the Programme, including the day-to-day activities;
- Manage all consultancy engagements;
- Ensuring collaboration and constant communication amongst the Project team to promote transparency and increase efficiency;
- Utilize effective tools, software or mechanisms to effectively manage the Programme;
- Assign work flows and conduct periodic evaluations of all the consultancy engagements to submit annual performance appraisals to MTI and the Programme's Steering Committee; and,
- Ensures the development and use of appropriate Records Management System, which supports the timing recording, filing, retrieval and tracking of all programme records particularly those related to PSC meetings, procurement and financial management. This will also incorporate appropriate measures for data retention and back-up to mitigate against downtime and business interruptions arising from natural and/or manmade disasters.

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## CONT'D

### **REQUIRED SKILLS AND CORE COMPETENCIES:**

The Programme Manager will be expected to possess the following:

- A Post graduate qualification in Social Sciences;
- A first degree in Economics, Business or Information Technology;
- Four to Seven (4– 7) years' experience of managing Projects in the private/public sectors, funded by International Funding Organizations such as the Inter-American Development Bank;
- Project Management Professional (PMP) Certification; and
- Experience in international trade, with an understanding of the factors impacting the efficiency of trade and doing business.

The Programme Manager must be a self-starter with excellent business/financial acumen, be able to work proficiently with cross-functional teams, including demonstrated motivation, influence, and the ability to drive initiatives and strategic policies across all levels to multi-agencies, stakeholders and beneficiary constituents.

### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent leadership skills
- Well-developed negotiation and communication skills.
- Ability to build an effective working team
- Ability to handle multiple projects/tasks within tight timelines;
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Sound knowledge of Public Sector Financial rules, regulations, procedures and procurement policies;
- Sound knowledge of the IDB's operating procedures and guidelines;
- Strong interpersonal and analytical skills as well as the ability to work independently with minimal guidance; and
- Ability to communicate ideas clearly and effectively is essential.

### **REPORTING**

The Programme Manager will be reporting to the Director of Policy and Strategy and any other persons identified by the Permanent Secretary. The Programme Manager will also have to meet regularly with the head of the IDB Unit and/or with Designate, Ministry of Planning and Development in which the IDB's focal point unit is located.

### **WORKING LANGUAGE**

The working language shall be English.

### **LOCATION OF ASSIGNMENT**

The Consultant will work from the Ministry of Trade and Industry or as otherwise advised by the Permanent Secretary of the Ministry of Trade and Industry. The Consultant shall also be expected to provide no less than forty hours of consulting time per week at the Offices of the Ministry of Trade and Industry.

Submit your Curriculum Vitae, giving details of qualifications and experience to:  
**Permanent Secretary (Ag.), Ministry of Trade and Industry**  
Level 11, Nicholas Tower, 63-65 Independence Square, Port-of-Spain  
Attention: Human Resource Manager

Deadline for receipt of applications:

**Wednesday 03 May, 2017 by 4:00pm**