



**Terms of Reference**  
**Project Coordinator - Shock-Responsive Social Protection**  
**Ministry of Human Services and Social Security**

Official Job Title	Project Coordinator-Shock Responsive Social Protection
Duty Station	Georgetown, Guyana
Grade	Service Contract with the Government of Guyana (GoG)
Contract duration	2 years – Renewable based on funding
Date	Wednesday, February 24, 2021
Application deadline	Wednesday, March 3, 2021

The [Ministry of Human Services and Social Security \(MHSSs\)](#) is hiring a Project Coordinator to manage the design, implementation and monitoring of project activities under a technical assistance programme established in collaboration with the [United Nations World Food Programme \(WFP\)](#), to strengthen national social protection systems. The position will be based at the MHSSS in Georgetown for an initial period of two years (with possibility of extension based on available resources).

**Background**

In the Caribbean and globally, links are being made between social protection and disaster risk management (DRM). Social protection programmes that provide assistance to households, and the systems that underpin these programmes, may have a role to play in preparing for, responding to and mitigating the impacts of large-scale shocks such as hurricanes, floods, droughts and political and economic crises. We refer to this as 'shock-responsive social protection'.

A [case study on shock-responsive social protection in Guyana](#), conducted by WFP and Oxford Policy Management in collaboration with the MHSSS and the Civil Defence Commission (CDC) in 2019, highlighted a number of challenges that would limit the ability of social protection programmes to scale up in time of shocks, as well as a series of recommendations for investments required to make social protection more shock-responsive including with respect to institutional arrangements, data and information management, beneficiary targeting, delivery mechanisms (cash, in-kind), coordination and risk finance. Guyana regularly experiences flooding and drought. The country is also affected by an influx of Venezuelans fleeing political and economic instability. The COVID-19 pandemic has also severely impacted the country, resulting in the need of scaling up social protection systems to provide multiple relief measures ranging from cash assistance and food hampers.

Based on the analysis and recommendation generated by the case study and in the context of the ongoing COVID-19 crisis, the MHSSS is implementing a capacity strengthening programme to improve the core functions of national social protection systems and programmes as well as their responsiveness to shocks. The programme is in collaboration with and the support of WFP Caribbean Office for Emergency Preparedness and Response and is broadly organised around the following workstreams: vulnerability analysis and mapping, strengthening social protection building blocks, including data and information management, beneficiary targeting, delivery mechanisms (cash/in-kind) and value of benefits, risk financing, coordination and end-to-end supply chain management.

**Responsibilities:**

The Project Coordinator shall be responsible for the overall management and coordination of the project's activities led by MHSSS, including supervising the work of other project staff. This shall consist of ensuring the timely and duly managed implementation of the project activities listed in the workplan and budget.

The specific responsibilities of the Project Coordinator are as follows:

- Support the development, validation and finalisation of the workplan outlining projects and activities for the different workstreams to be implemented under the technical assistance agreement
- Ensure timely and duly management of all programme activities in collaboration with MHSSS staff, CDC, government counterparts, WFP and other relevant stakeholders including I/NGOs, faith based organisation, civil society groups and others
- Coordinate and monitor the work and the deliverables of ministry staff and consultants contracted under the project, to ensure that deliverables/outputs are of quality and are submitted on time
- Collect data and conduct monitoring and evaluation activities
- Review and monitor project finances and funds, including project disbursements according to the workplan and budgetary changes/revisions, if required, in coordination with WFP
- Develop and submit timely and accurate programme progress reports, financial reports and other reporting requirements and accompanying supporting documentation as outline in the framework of the technical assistance agreement
- Establish operating arrangements for financial management and accountability, including ensuring all supporting documents are maintained and an orderly filing system is in place
- Ensure facilitation for audits in accordance with WFP requirements and requests
- Ensure recommendations made as a result of the annual audits are implemented
- Ensure transparency and adherence to procurement regulations in procurement processes
- Lead the preparation of the Annual Review Meeting of the workplan with support and participation of WFP
- Ensure operational and financial closure of the workplan

- Liaise with relevant counterparts and partners throughout the project cycle, informing MHSSS and WFP on progress and obstacles in the implementation and provide necessary documentation upon request
- Participate in advocacy and policy dialogues with decision makers and national counterparts on issues included in the portfolio of this project
- Maintain coordination with partners and stakeholders
- Any other tasks deemed necessary to achieve the project objectives

### **Qualifications**

The position requires work of a technical, conceptual, analytical and advisory nature at the higher professional level related to development, humanitarian and emergency project work that require substantive innovation and will involve functions that are supervisory in nature to oversee project activities and which will require a high-degree of coordination with multiple stakeholders at the national, regional and community level. Qualifications at this level include a postgraduate degree in Project Management, Economics, Public Management, Development Studies, or other related fields.

### **Requirements**

- A minimum of five years of experience working on project management
- Proven ability to coordinate and manage complex project work
- Proven ability to collaborate well and deliver work in a timely matter
- Experience in report writing, monitoring and evaluation of projects
- Fluency in English in written and oral form. Knowledge of Spanish will be an advantage

### **Desirable experience and background**

- Experience and/or background in the following areas: social protection, policy, humanitarian assistance, international development, emergency preparedness and response
- Knowledge of Guyana's profile, including governance, institutional framework, political economy, progress against the SDGs etc.
- Experience working with government, UN system and bilateral organisation an advantage
- Experience in advocacy and policy dialogue

### **Institutional Arrangements**

The Project Coordinator will be stationed at the MHSSS in Georgetown, with travel to other Regions as/when required, and work closely with WFP's office in Guyana.