TERMS OF REFERENCE (TOR)

DEPUTY PROJECT MANAGER CONSULTANT

Type of Contract: Consultant by product
Name: Department for Effective Public Management (DEPM)
Start date: February 1st, 2024 to May 31st, 2025
Payment: US$ 9,500.00 per month
Duty Station: Port-au-Prince, Haiti

1. DESCRIPTION

The Organization of American States (OAS) is a regional intergovernmental organization aimed at strengthening democracy and cooperation in the Americas. Its member states work together to promote human rights, defend their common interests, and discuss other significant issues in the region. In accordance with the Democracy Pillar of the OAS Strategic Plan, Strategic Area 4 "Promoting transparent and effective public institutions and supporting mechanisms for citizen participation," Objective 4.3 "Developing and strengthening the capacity of public institutions," and Objective 4.4 "Implement strategies that promote access to civil identity as a key to citizen participation and the exercise of their rights". The Organization of American States (OAS), through its office in Haiti and the Universal Civil Identity Program in the Americas (PUICA), will support the National Identification Office (ONI), the national institution that provides adult identification services throughout the country.

The first national identification system was implemented in Haiti between 2006 and 2008 with support from the Organization of American States. Between 2008-2019, more than 5.7 million CINs were issued to Haitian citizens over 18 years old. After the 2016-2017 electoral cycle, the OAS Electoral Observation Mission highlighted the need to replace previously issued ID cards with new ones to ensure that the voter roll was accurate.

In Latin America and the Caribbean, most identification cards expire after 10 years with special provisions regarding the cardholder’s age. This is based on international standards that recommend updating data every 10 years. In Haiti, the first identification system was established between 2006 and 2008 and continuing through 2019. According to international best practices, it is now time for ONI to update its database’s biometric information to issue new cards.
The OAS technical assistance project Supporting Haiti’s Office of National Identification in the registration, issuing and distribution of the new national identification card will assist the ONI in strengthening their capacities, recruiting, and training personnel, setting up mobile units to distribute the cards throughout Haiti and designing and implementing a public awareness campaign.

To implement this project, the OAS is recruiting a Deputy Project Manager that will be responsible for supporting the Senior Project Manager with daily administrative, human resources and technical day-to-day operations for the project.

More specifically, the Deputy project manager will be responsible for the following, but not limited, duties:

- Ensure that the project is on track to reach project objectives by regularly reporting on the status of activities in the work plan.
- Support manager in organizing, planning, and implementing project strategies.
- Organize daily activities and ensure schedules and objectives are met.
- Coordinate activities with ONI’s team and technical coordinators on the field.
- Plan the organization of opening, closing events, workshops, trainings, meetings.
- Assist with project management administrative tasks as required.
- Produce meeting minutes, monthly, quarterly, and annual reports.
- Support continued improvements of the project management system.
- Support the elaboration of terms of reference, coordination of interviews and hiring of local personnel.
- Manage and supervise the project's personnel.
- Maintain an ongoing communication (by email, phone, instant messaging, videoconferences) with the OAS Headquarters project manager to share information, jointly plan activities, solve arising issues and work on specific project deliverables.
- Any other related tasks upon demand.

2. GUIDANCE AND SUPERVISION
- General guidelines established with the Special Representative of Secretary General (SRSG) and the PUICA Coordinator at headquarters will be followed, and the Deputy project manager will be supervised by the Senior Project Manager
- The Deputy project manager will need to regularly comment on ongoing developments with PUICA and SRSG and follow their recommendations.

3. COMPETENCIES / QUALIFICATION
• **Qualifications:**
  - A bachelor's degree in business administration, economy, political science, or a related field.
  - At least 5 years of professional experience in project management, human resources experience is a plus.
  - Demonstrate excellent verbal and written communications skills in Creole, French, and English.
  - Computer proficiency
  - Familiarity with the OAS and other international organizations, in the promotion of civil identity, democratic governance, citizen participation, migration, capacity building, as well as knowledge of the problems of the region.

• **Competencies:**
  - Ability to work under pressure and in stressful situations
  - Demonstrate ability to make significant technical and management contributions to project implementation
  - Demonstrate ability to positively interact with staff
  - Excellent time management skills
  - Strong organizational and problem-solving skills.

Please send your CV and Cover Letter to romana@oas.org and jminetto@oas.org no later than December 15th, 2023.

The GS/OAS embraces equality, diversity and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will take into account a wide geographic representation, as well as gender equity and equality, in the selection of candidates.