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## **Terms of Reference**

### **Project Management Consultancy**

**Title:** Project Management Consultant

**Contract Type:** Short-term Consultancy (12 non-consecutive days)

**Expected Start Date:** February 2018

**Location:** Trinidad and Tobago

**Employer:** I Am One

**Project Description:** I Am One is a participant of the Local Capacities for Local Solutions (LCLS) project that was implemented by Research Technical Institute. This project aims at strengthening the operational and management capacity of organizations in the Eastern and Southern Caribbean. I Am One participated in an Institutional Strengthening Plan (ISP) which is designed to analyze organizational capacity and identify key areas to enhance efficiency. This analysis identified that with improved project management capacities I Am One's projects can have a greater impact on the community. I Am One is working towards strengthening and expanding projects and activities; therefore the organizational capacity to carry out these projects must be met. I Am One received grant funding from Research Technical Institute through the LCLS project to address these challenges by hiring a Project Management Consultant. The consultant will develop a project management strategic plan that includes standardized project policies and provide project management training to staff.

**Reporting:** The Consultant will work closely with key I Am One team members and in cooperation with the Director.

**Scope of Work:** The project management training will be a blend of instruction and practice where employees and volunteers will apply the knowledge and information learned to the development of a selected I Am One pipeline project activity.

**Task 1:** Assess the organization current capacity to run projects effectively

**Task 2:** Develop a comprehensive project management plan that lends to increased awareness of project management needs at the organizational level

**Task 3:** Provide training sessions in project management application

**Task 4:** Support and guide I Am One's staff in monitoring a project activity

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### **Deliverables:**

- Develop needs assessment for projects and activities
- Work with staff to create a project management strategy
- Provide project management training to staff in application to a project
- Develop an organizational project management plan

### **Minimum Requirements**

I Am One is looking for a consultant with extensive experience and knowledge of project management. The individual should possess the following:

- Bachelor Degree or equivalent in international development, social sciences, public administration or other relevant field
- At least 5 years of relevant professional experience
- Proven experience working with civil society, NGO's, and donors
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Knowledge of the issues in the relevant area

### **Competencies**

- Excellent communication skills
- Teamwork oriented
- Flexible and adaptable

### **Technical/Functional Skills**

- The Consultant must be readily available and ready to start when required
- The Consultant must have the resources to handle the project
- The Consultant should be easily accessible throughout the entire process

### **Administrative and Related Requirements**

The Project Management Consultant will be responsible for:

- Weekly updates on the progress of the project
- Deliver the services within the agreed time frame

### **Confidentiality Agreement**

The Consultant will be required to sign a Confidentiality Agreement.

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### **Application guidelines**

Submit the following documents to [iamoneworld@gmail.com](mailto:iamoneworld@gmail.com) with the subject “**Project Management Consultant**”:

1. A cover letter
2. Curriculum Vitae outlining relevant experience
3. Two letters of reference from companies where similar work was done

Applications should be submitted no later than midnight on **February 15th, 2019**.

### **I Am One is an Equal Opportunity Employer**

I Am One prohibits discrimination in employment, educational programs, and activities on the basis of race, colour, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status or HIV status.

### **About I Am One**

I Am One was incorporated in Trinidad & Tobago in 2014. I Am One uses art, culture and research as tools to connect with individuals at all levels to build community. We developed projects such as the Trinidad and Tobago Pride Arts Festival, The Caribbean King Conference, and the Your Story regional research project in an effort to effect social and cultural change.

**Mission:** I Am One is a community-based organization in Trinidad and Tobago which seeks to address the needs of LGBTQIA persons through research and building community, as well as providing safe spaces, education and expressive platforms for empowerment.

**Vision:** I Am One envisions a Caribbean community which integrates, empowers and celebrates the diversity of LGBTQIA persons in the region and where the formal structures of society recognize and respect this diversity.