

**Terms of Reference
for
Air Navigation Systems Specialist
Caribbean Regional Air Transport Connectivity Project – Saint Lucia**

Project Background and Objectives

The Caribbean Air Transport Connectivity Project (CATCOP)—St. Lucia (the Project) is one of four in a regional series of projects financed by the World Bank. In addition to St. Lucia, three other countries including Dominica, Grenada, and Haiti are participating and all support the common goal of improving regional air transport connectivity and climate/disaster resilience of associated infrastructure.

The objectives of CATCOP—St. Lucia are to (a) improve operational safety and navigation efficiency of air transport in St. Lucia, (b) enhance resilience of St. Lucia’s airport infrastructure to natural disasters, and (c) improve St. Lucia’s capacity to respond promptly and effectively to a crisis or emergency.

The Project includes five components: (1) improvement of Hewanorra International Airport (UVF) runway safety and resilience; (2) modernization of air navigation systems; (3) institutional strengthening; (4) Project Management; and (5) Contingent Emergency Response. Total Project cost is estimated at US\$45 million. Implementation is anticipated to require about six years – from 2020 through 2026.

Component 2 of the Project – the focus of these Terms of Reference – seeks to improve air traffic safety and efficiency through the modernization of air navigation systems. Specifically, it includes: (a) acquisition and installation of an Instrument Landing System (ILS) for UVF and Automatic Dependent Surveillance - Broadcast (ADS-B) for all of St. Lucia, including one or more ground stations, a receiver antenna, air traffic control tower monitors and onboard transmitters for St. Lucia-based aircrafts and (b) technical assistances for corresponding design and supervision activities, and training, as needed, in particular, ILS procedure design and specifications, ADS-B receiver antenna siting, and UVF aeronautical charts preparation.

A Project Implementation Unit (PIU) has been established within the Saint Lucia Air and Sea Ports Authority (SLASPA) to lead the implementation of the Project. The PIU’s responsibilities include: (a) overseeing and directing Project implementation; (b) procuring the services of contractors and managing/supervising construction and rehabilitation works; (c) disbursing funds and ensuring proper use and accounting of funds disbursed; (d) regular reporting to SLASPA, the Government of Saint Lucia and the World Bank on Project implementation; and, (e) ensuring compliance of the Project with environmental and social safeguards of the World Bank as well as national environmental laws and regulations.

Objectives of the Assignment

To support fulfillment of these responsibilities, the PIU intends to procure the services of an Air Navigation Systems Specialist (ANSS), amongst other specialists. The ANSS will support the PIU in a part-time capacity providing expert technical services primarily focusing on the successful implementation of Component 2 (Modernization of Air Navigation Systems), although support and coordination with other Project components will also be required. The role is for one year initially with up to five additional one-

year extensions possible depending upon performance and Project needs. Additional details regarding the assignment are included in the position description below.

POSITION DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Air Navigation Systems Specialist	Direct Reports:	
Reports to:	Project Manager and collaborates with other members of the PIU, especially Airport Infrastructure Specialist	Internal Contacts:	
Department:	CATCOP PIU	External Contacts:	

JOB SUMMARY:

The Air Navigation Systems Specialist (ANSS) will provide specialist technical support for the **Caribbean Regional Air Transport Connectivity Project (CATCOP) – St. Lucia** which will involve investments in safety, operational, and climate / disaster resilience improvements for St. Lucia’s air transport sector. Specifically, the role will require overseeing and coordinating design and implementation of the CATCOP-St. Lucia air navigation systems improvements outlined in Component 2 of the Project. Key job responsibilities will include technical design reviews; equipment installation oversight and inspection; procurement support and coordination; cost and schedule analysis; work planning; resource scheduling; coordination with other Project elements; and coordination of inspections and certifications by regulators. The ANSS will monitor and guide all CATCOP-St. Lucia air navigation systems improvement activities to ensure timely, coordinated implementation and compliance with all reporting and documentation requirements. In support of this, the ANSS will communicate Project information as appropriate to the Project Manager, contractors, and key stakeholders and on a monthly basis provide a written Air Navigation Systems Progress Report to the Project owner (Government of St. Lucia) and lender (World Bank).

LEVEL OF EFFORT:

The ANSS will serve in a part-time position supporting the PIU. The primary work location of the ANSS can be remote but periodic travel to St. Lucia for meetings and works inspection will be required. An average of 10 hours per week is anticipated but there will be significant variation in weekly work hours depending upon the phase of the project and the need for travel to St. Lucia in any particular week. The role is for one year initially with up to five additional one-year extensions possible depending upon performance and Project needs.

DUTIES AND RESPONSIBILITIES

- Oversees and coordinates design and implementation of the CATCOP-St. Lucia air navigation systems improvements as defined in Component 2 to ensure completion on schedule, to technical specifications and with the required quality standards.
- Coordinates with other CATCOP and non-CATCOP improvement projects as necessary to ensure design compatibility, minimize interference and disruption during implementation activities, and ensure timely implementation.
- Supports the procurement of terrain surveys, designs, equipment, installation, testing, instrument approach procedure design, and aeronautical chart updates by providing technical inputs for bidding and

contract documents and technical / cost evaluation of bids; oversees, manages, and coordinates contractors.

- Conducts cost and schedule analyses, estimating expected costs and timeline for air navigation systems improvements.
- Inspects design and installation works regularly and reports on quality and progress vs. expectations.
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including amendments to or termination of contracts if appropriate).
- Addresses technical questions, concerns, and/or complaints throughout the Project related to air navigation systems.
- Coordinates with the Project Manager and other Project specialists to ensure all relevant environmental and health requirements are met during design and implementation of works.
- Coordinates and executes the compilation, analysis and presentation of data gathered from various sources which is required for carrying out design of air navigation systems.
- Ensures compliance with all relevant regulations, standards, specifications, and best practices including those published by St. Lucia, Eastern Caribbean Civil Aviation Authority (ECCAA), ICAO, and the World Bank.
- Coordinates with the Government of St. Lucia to obtain all necessary approvals related to equipment installations – both on- and off-airport – and use of radio frequencies by new air navigation systems.
- Coordinates inspection and certification for new air navigation systems with the Government of St. Lucia and ECCAA
- Ensures compliance with St. Lucia’s evolving COVID-19-related health requirements and regulations as they impact travel, meetings, implementation activities, or any other Project activities.
- Prepares a monthly written Air Navigation Systems Progress Report for the Project owner (Government of St. Lucia) and lender (World Bank) presenting critical information on key Project activities and risks including progress vs. plan; key next steps; key risks to be managed; and risk mitigation plans.
- Periodically travels to St. Lucia for meetings, workshops, presentations, and to inspect progress of implementation activities; periodically travels to ECCAA headquarters.
- Performs other related duties as assigned.

QUALIFICATIONS, SKILLS & EXPERIENCE

The selected candidate must possess:

- An engineering or other relevant 4-year technical degree from an accredited university. While not required, a master’s degree would be viewed favorably. Additionally, a pilot’s license or air traffic control experience would be an added advantage.
- At least 15 years of aviation-related infrastructure and system design and implementation experience with a substantial emphasis on air navigation systems.
- Demonstrated substantial experience overseeing air navigation systems design and implementation projects, including design reviews and quality inspection of implementation activities. Familiarity with the Caribbean region and donor / lender development projects would be viewed favorably. Experience in World Bank funded projects would be an added advantage.
- Excellent understanding of ICAO’s Standards and Recommended Practices (SARPs) relating to airport infrastructure, facilities, and air navigation systems. Knowledge of SLASPA and ECCAA rules and procedures would be viewed favorably.
- Proven analytical, communication (oral and written), and project coordination skills.
- Strong interpersonal skills and ability to support and/or manage dialogue with a wide variety of specialists and government officials.
- Ability to work successfully in a multi-cultural environment.

FAVORABLE ATTRIBUTES

- Flexible and creative in successfully achieving objectives.
- Self-motivated and proactive.
- Team-work oriented.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____