

A Publication by the Department of Communication

Government Info Page





Peason Greetings



TERMS OF REFERENCE

Principal: The Ministry of Public Health, Social Development & Labor

Financed by:

The Government of St. Maarten

1. Background

The Community Development Family Humanitarian Affairs (CDFHA) department is an executing department within the ministry of VSA committed to implementing projects and programs that support vulnerable groups in the community, ensuring social protection, empowerment, and capacity building. The Project Manager will play a critical role in planning, executing, and monitoring these projects, ensuring alignment with government policies and

2. Objective of the Position

To provide strategic and operational leadership for projects for CDFHA, ensuring effective implementation, timely delivery, and measurable impact for vulnerable populations

3. Key Responsibilities

The Project Manager will be responsible for:

1. Project Planning and Implementation

- Develop detailed project plans, including timelines, budgets, risk assessments, and resource allocation.
- Ensure projects are executed in line with the approved plans and government policies
- Coordinate with relevant government agencies, stakeholders, and community partners

2. Monitoring and Evaluation

- Develop and implement monitoring tools and evaluation frameworks to assess project progress and impact.
- Prepare periodic progress reports and provide recommendations for

improvements.

- Team Leadership and Capacity Building
 Lead, supervise, and mentor project staff, ensuring roles and responsibilities are clear
 - o Facilitate capacity-building initiatives for staff and partner organizations where

required. 4. Stakeholder Engagement and Communication

- Establish and maintain effective communication channels with stakeholders, including government entities, NGOs, and community representatives.
- o Prepare reports, briefings, and presentations for CDFHA and other relevant stakeholders.

5. Compliance and Documentation

- Ensure compliance with CDFHA and government standards, policies, and
- Maintain proper documentation of project activities, financial transactions, and

4. Qualifications and Experience

- Bachelor's degree in Social Sciences, Project Management, Public Administration, or a
- Experience: Minimum of three (3) years of project management experience, specifically with programs targeting vulnerable groups.
- Must be registered at the Chamber of Commerce
- Must be Tax compliance
- Must be registered on the Dutch side
- Skills & Competencies
 - Familiarity with government structures, policies, and reporting requirements. Proven track record in managing multi-stakeholder projects with measurable

 - Strong organizational, leadership, and communication skills.
 - Ability to work independently, meet deadlines, and manage multiple priorities.

5. Duration and Terms

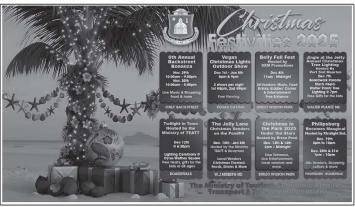
- This is a full-time position for a duration of one (1) year
- The Project Manager will report directly to the Director of CDFHA and work in close collaboration with internal teams and external stakeholders.

6. Deliverables

- Annual project plan and budget.
- Monthly and quarterly progress reports.
- Final project report summarizing achievements, lessons learned, and recommendations
- Monitoring and evaluation tools for ongoing assessment of project impact.

Submit all required documents to cdfha@sintmaartengov.org before December 12, 2025

Feel free to send any questions that you might have to the above-mentioned email address and you will be answered within 24 hours.



GOVERNMENT OF ST. MAARTEN PUBLIC TENDER

The Ministry of General Affairs of the Government of St. Maarten hereby invites qualified and interested parties to submit proposals for Cleaning Services for Government Offices.

Principal:

The Minister of General Affairs, on behalf of the Government of St. Maarten, coordinated through the Department of Facility Services.

Financing Entity:

The Government of St. Maarten

Project Description:

The Government of St. Maarten seeks to engage a qualified service provider to deliver professional cleaning services for designated government offices. The contract will cover a three-year period, ensuring consistent, reliable, and high-quality maintenance of government facilities.

A copy of the Terms of Reference can be obtained upon request via the following email address: az.publictenders@sintmaartengov.org

Site Viewing

A mandatory viewing of the designated areas will take place as follows:

Day 1: Monday, December 1, starting at 8:00 AM sharp at the MET Office in Simpson Bay, followed by additional site visits and route to Philipsburg.

Day 2: Viewing will continue and be completed on the following day, also starting at 8:00 AM sharp.

Proposal Submission

All proposals must be submitted digitally as a single PDF file no later than December 15, 2024 at 11am to:

> Email: az.publictenders@sintmaartengov.org Bids received after this deadline will be deemed inadmissible.

Further Information:

For additional details regarding the project or tender procedure, please contact:

Ministry of General Affairs, Department of Facility Services Email: Henderikus.ekema@sintmaartengov.org



