

**Terms of Reference:**  
**BIOT Migrant MOU – St Helena Preparedness Project Manager**

## **Background**

The UK Government (UKG) and St Helena Government (SHG) have since October 2024, implemented a cooperation arrangement in relation to future migrants arriving on the British Indian Ocean Territory (**BIOT**). Under this arrangement, the UK will transfer future migrants who arrive on **BIOT** to St Helena where SHG will assume responsibility for the migrants' welfare.

SHG is now in the process of developing plans, including standard operating procedures, to facilitate this arrangement should it become necessary to do so. SHG requires the services of a project manager to coordinate this preparatory work to ensure that the planning is completed at pace and to the standard required under the arrangement.

## **Objective**

To coordinate, plan and manage preparedness work following the signing of the BIOT Migrant MOU to help all parties understand SHG's ability to absorb migrants including the risks involved and to ensure work towards readiness is enabled and progresses at pace.

## **Scope of work**

The project manager will work across SHG and with UKG with the aim to ensure that:

- All stakeholders are informed and engaged as required;
- Project activity, risk and finances are clearly set out, monitored and progressed;
- SHG works as quickly as possible towards a state of readiness for potential migrants in line with MOU;
- Risks and limitations are understood and set out with mitigations where possible.

The following will be out of scope (although may need to be considered):

- Delivery of implementation plans (this role is only about preparedness not actual response);
- Delivery of specialist activity lines (this role should ensure specialists are engaged and delivering on key lines of activity and should oversee that progress but is not expected to personally deliver outside of project management deliverables);
- Responsibility for preparedness delivery outside of St Helena (this role will work with UKG and BIOTA and monitor associated risks and progress but is not responsible for their deliverables);
- Political engagement (this role will inform policy leads who will take forward senior and political engagement).

## **Deliverables**

The project manager will:

- Take forward management of the project working group including setting up future meetings, taking minutes and following up on actions;
- Create a Preparedness Project Plan pulling together all existing resources and working with stakeholders (SHG and UKG) to understand thinking and outcomes to date as well as requirements and considerations for outstanding activity;
- Draw on conversations and research to identify and fill any gaps in Plan;
- Create Budget and Risk Management trackers to accompany delivery Plan;
- Finalise Plan with Chief Secretary sign off by 18 April;
- Take responsibility for delivery of Plan through stakeholder engagement and support;
- Provide weekly updates for Chief Secretary to be shared with stakeholders following sign off;
- Design 'tipping point' measure to inform all on readiness of St Helena to receive migrants (considering numbers and demographics);
- Identify (with Chief Secretary sign off) handover point when role can be dissolved and any outstanding actions be absorbed into business as usual for existing SHG/UKG resource to follow up;
- Deliver final handover confirming status of all activity lines, budget and risk and passing across preparedness products including finalised documentation/planning for response phase.

## **Qualifications & Expertise**

The project manager will have:

- Experience in project management preferably within a government context;
- Budget management experience
- Risk management experience
- Leadership and team working experience

## **Approach**

The work is expected to require two phases. The first phase will be to pull together existing documentation and details of work completed to date in order to deliver new, coordinated project management plans as above. The second phase will focus on implementation of the preparedness project plan. The two phases will overlap.

## **Timing and Reporting**

Role is envisaged to start asap, ie June 2025. It will be needed until the satisfactory completion of preparedness work on SH for potential migrant arrivals or at least until outstanding actions are clear, known and can be managed within existing SHG/ GO resources. This is expected to take c.3 months at which point there would be a clear handover or an extension if required.

There will be a probationary period of 1 month to complete phase 1 deliverables (plans and documentation) with concurrent work on phase 2 (delivery).

The role will report to the Chief Secretary.