

## **REQUEST FOR EXPRESSIONS OF INTEREST**

<b>Project:</b>	Saint Vincent and the Grenadines Human Development Service Delivery Project (P154253)
<b>IDA Credit No.:</b>	60600
<b>Assignment:</b>	Consulting Services – INDIVIDUAL CONSULTANT - <b>Country Poverty Assessment (CPA) Coordinator</b>
<b>Reference No.:</b>	SVG-HDSD-CS-INDV-3

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The Ministry of Economic Planning, Sustainable Development, Information, Industry and Labour is desirous of recruiting an individual consultant, Country Poverty Assessment Coordinator, to assist the National Assessment Team in coordinating the activities of the 2018 Country Poverty Assessment (CPA).

### **Background**

The Government of St Vincent and the Grenadines, will undertake a CPA in 2018. The CPA will encompass a mix of both quantitative and qualitative research methods to provide detailed information on poverty and vulnerability in four components: a Macro Socio-Economic Assessment (MSEA); a Survey of Living Conditions (SLC); a Participatory Poverty Assessment (PPA) of communities, households and vulnerable groups; and an Institutional Analysis (IA). The CPA will be implemented within a two year period, under the leadership of a National Assessment Team (NAT) – a Cabinet approved broad-based committee.

### **Responsibilities of the CPA Coordinator**

The CPA Coordinator will coordinate the activities of all four components of the CPA on behalf of the NAT and in collaboration with the CPA technical teams.

### **Specific duties:**

1. Serve as secretary of the National Assessment Team; including scheduling monthly meetings, recording minutes and implementing decisions made at meetings.
2. Deliver monthly reports (oral and written) to the National Assessment Team on the progress of all elements of the CPA.
3. Coordinate the procurement of materials and equipment needed for all components of the CPA as directed by the CPA technical teams
4. Assist in the selection of field workers and any other human resources necessary for the CPA as directed by CPA technical teams.
5. Assist in organizing training workshops for all components of the CPA.

6. Assist with organizing public awareness activities on the CPA (country launch, print, radio and electronic ads).
7. Assist with organizing community and national workshops on the draft and final CPA reports.
8. Liaise closely with the CPA technical teams on the implementation of the CPA
9. Provide administrative support to the CPA technical teams as required.

### **Reporting and Schedule of Deliverables**

The CPA Coordinator will be required to submit monthly reports to the Chairperson of the NAT on inter alia activities completed during the period, challenges encountered and activities forecast for the upcoming period.

### **Competencies**

The ideal candidate is expected to possess the following competencies:

- a. Excellent oral and written communication and presentation skills
- b. Results-oriented, creative, confident, self-motivated and responds positively to feedback
- c. Strong organizational, research and analytical skills
- d. Ability to work well individually and with teams
- e. Persistence when faced with problems or challenges
- f. Ability to identify issues, opportunities and risks and articulate them
- g. Ability to organize community members and sensitivity to cultural, gender, religion, race, and age differences;
- h. Advanced knowledge of MS Office (Word, Excel, Projects)
- i. Ability to work to tight deadlines

### **Qualifications and Experience**

The following are the minimum requirements:

- a. A Bachelor's degree in Project Management, Statistics, Economics, or a quantitative social science from a recognized university; a Master's degree in project management would be an asset.
- b. Two years' experience in research management
- c. One year's experience in a project management environment

### **Contract Duration**

This contract will be for a period of 18 months

### **Remuneration**

Remuneration will be commensurate with qualifications and experience.

The attention of interested Consultants is drawn to paragraphs 3.16 and 3.17 of the World Bank's *Procurement Regulations for IPF Borrowers, Procurement in Investment Project Financing – Goods, Works, Non-Consulting and Consulting Services July 2016* setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultants (IC) method set out in the above-mentioned Regulations.

Expressions of interest must be addressed to Laura Anthony Browne, Director Economic Planning and delivered in a written form to the address below (in person, by mail, or by e-mail) by **September 1, 2017**.

**Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour**  
**2<sup>nd</sup> Floor, Administrative Centre**  
**Bay Street**  
**Kingstown**  
**Saint Vincent and the Grenadines**

**Tel:** 784-457-2182

**E-mail:** [cenplan@svgcpd.com](mailto:cenplan@svgcpd.com) [edfpmcu@svgcpd.com](mailto:edfpmcu@svgcpd.com) [jquow@svgcpd.com](mailto:jquow@svgcpd.com)