

HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

Terms of Reference Consultancy for SVG-HDSD-CS-INDV-66

FIELD OFFICER FOR THE YOUTH AND ADULTS TRAINING FOR EMPLOYMENT (YATE) PROGRAMME

1. INTRODUCTION

1.1 The Government of St. Vincent and the Grenadines (GOSVG) has received funding the World Bank (WB) for the implementation of the Human Development Service Delivery Project. The project is designed to strengthen the quality of service delivery in education, improve the efficiency of social protection systems, and improve the effectiveness of labour market systems.

1.2 The project will be implemented by the Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology (MoFEP). The other participating ministries are the Ministry of Education, National Reconciliation, and Ecclesiastical Affairs (MOE); the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth (MoNM); and the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MoA).

1.3 The project is structured around the following four (4) components:

Component 1 - Strengthening Pedagogy for Basic and Special Needs Education

Component 2 - Building Responsive Social Protection Service Delivery Systems

Component 3 - Strengthening Labour Market Systems and Improving Skills Training of Poor and Vulnerable Populations

Component 4 - Project Implementation, Monitoring and Evaluation

1.4 The MOE is responsible for the overall management of the education system in St. Vincent and the Grenadines. The MOE is supported by strong political commitment and sustained investment in education and training. During the implementation of the 2002 – 2007 over 100 million dollars were invested in the education sector. The education sector saw significant transformation during that era. These include early childhood education; eleven years of basic education and tertiary education. Considerable improving quality of education at all levels. However, notwithstanding the improvement in basic education there is need for more investment and improvement in the TVET sector.

1.5 This consultancy will support the implementation of technical vocational education and training (TVET) activities under Component 3 with specific emphasis on improving skills training of poor and vulnerable population. The Project will also support the National Qualifications Department (NQD) within the MOE in strengthening the certification framework by financing technical assistance and training to fill remaining gaps in service delivery. Overall, the (TVET) sub-component will help to improve (a) employment outcomes and skills of target beneficiaries, and (b) the relevance of technical and vocational education and training.

1.6 Subsequently under Component 3, resources have been provided to expand access to training for Poor and Vulnerable Youths and Adults, through the Youth and Adults Training for Employment (YATE) Programme. More specifically, this activity is to provide relevant workforce competency-based training to poor and unemployed persons in a number of National Vocational Qualification (NVQ) and Caribbean Vocational Qualification (CVQ) Levels 1 and 2 programme areas including inter alia, welding, garment production, data operations, electrical installation, commercial food preparation, plumbing, furniture construction, food and drinks service, housekeeping, amenity horticulture and home furnishing production. In addition to the training in the skill areas, trainees will receive life skills and will be exposed to entrepreneurship as an option for economic inclusion. Training will be delivered under the auspices of the National Qualifications Department (NQD) of the MOE, at technical institutes in Barrouallie, Campden Park, Kingstown, and Georgetown.

1.7 Cohort 3 of the programme will commence training activities in August 2020. The HDSO Project is expected to fund the training of three (3) additional cohorts between 2021 and 2022. Subsequently a YATE Project Officer has been contracted to coordinate and manage the execution of the programme.

1.8 Accordingly, the HDSO Project will finance the contracting of a Field Officer to work with the YATE Project Officer, who is tasked with the coordination, management, and implementation of all activities under the YATE Programme. The Field Officer will assist the YATE Project Officer by maintaining systems for national project operations and assist in maintaining working relationships with project stakeholders and beneficiaries throughout the duration of the YATE Programme.

2. OBJECTIVE

The objective of the assignment is to assist the YATE Project Officer in the coordinating and monitoring the implementation of the YATE Programme.

3. SCOPE OF SERVICES

The Field Officer is expected to:

- 3.1 Assist the YATE Project Officer in:
 - 3.1.1 liaising between the NQD, relevant ministries, technical institutes and beneficiaries of the programme.
 - 3.1.2 the coordination and monitoring of training delivered to programme participants.
 - 3.1.3 The collection, review, and assessment of programme data for the purposes of programme evaluation.
 - 3.1.4 Maintaining an electronic database for the purposes of tracking participants and on time reporting throughout programme implementation
 - 3.1.5 Preparing workplans for the implementation of each training round to ensure the smooth implementation of programme activities
 - 3.1.6 Management of inventory resources and assets procured for the programme
 - 3.1.7 Execution of meetings and special events for the programme including but not limited to orientation sessions, graduation exercises and field trips
 - 3.1.8 Ensuring the timely processing and distribution of trainee stipends

- 3.2 Conduct field visits to training centres and any other relevant programme intervention areas as needed, for the purposes of assessing training delivered.

- 3.3 Regularly monitor and report on the attendance and participation of trainees to ensure that progress of training activities is in line with agreed targets and internal procedures.

- 3.4 Ensure that non-attendance or lack of progress of trainees/apprentices is identified and appropriate remedial action is implemented.

- 3.5 Liaise with trainee, employers, curriculum teams and Quality Improvement team to ensure quality of provision

- 3.6 Follow-up on project deadlines, commitments made, and actions to be taken, by trainers, awarding bodies, and other key stakeholders.

- 3.7 Provide associated administrative support, inclusive to (but not limited to) compiling agendas as well as taking and distributing meeting notes as needed.

- 3.8 Communicate any grievances from participants as well as any irregularities in training delivery to the YATE Project Officer.

3.9 Participate in all meetings as required by the YATE Project Officer and the HDSD Project Coordinator.

3.10 Prepare and submit bi-monthly progress reports and any other substantial reports required by the YATE Project Officer and the HDSD Project Coordinator.

3.11 perform any other duties that may be assigned to ensure the success of the YATE Program and the HDSD Project.

4. DELIVERABLES

4.1 Submit Bi-Monthly progress reports, on the YATE activities under the project including, outcome of field visits and meetings, levels of completion of activities, and progress towards the achievement of related results indicators.

4.2 Weekly attendance, participation, and progress reports of trainees during training periods to ensure timely payments for stipends.

5. CHARACTERISTICS OF THE CONSULTANT

Type of Consultancy:	Individual
Procurement Method:	Individual Consultant Selection
Length and Duration:	the consultancy will last a period of two (2) calendar years, subject to renewal based on satisfactory performance commencing September 2020
Place of work:	St. Vincent and the Grenadines

<p>Qualifications and experience:</p>	<p>The Consultant shall at a minimum, possess the following qualifications and experience:</p> <ul style="list-style-type: none"> • A first degree in the social sciences, specifically community/social development, sociology, or project management is preferred. An associate degree in a relevant area will be considered. • At least three (3) years’ experience in supporting projects with multiple stakeholders • Understanding of the priorities and key issues involved with improving the quality, relevance, and the effectiveness of TVET in St. Vincent and the Grenadines. • Demonstrated Computer literacy – excel, word, power point and experience in working with PC-based equipment. • Ability to present outputs which demonstrate experience in preparing reports • Ability to work independently and reached for all cases. • A valid driver’s licence and access to a vehicle for the purposes of conducting field visits.
<p>Assets:</p>	<ul style="list-style-type: none"> • Excellent written and spoken communication skills • Excellent organizational skills • Fluency in English (verbal and written) is required • Excellent interpersonal skills

7. REPORTING RELATIONSHIPS

7.1 The Field Officer will report to the HDSD Project Coordinator through the YATE Project Officer.

7.2 The Field Officer will be required to work closely trainees of each cohort, trainers, awarding bodies and HDSD Project Staff and provide the necessary updates and feedback in reporting.

8. COMPENSATION

8.1 The consultant shall make his/her own arrangements to pay income tax, social security contributions and to meet any other statutory obligations arising from the agreement.

8.2 The consultant shall be paid a fixed monthly fee commensurate with the services require. In addition, the Field Officer shall be eligible for approved reimbursable travel and communication expenses incurred whilst conducting activities as outlined within this Terms of Reference.

8.3 Payments are made on receipt and acceptance of on-time monthly reports to the YATE Project Officer.

9. CONFIDENTIALITY

9.1 The consultant shall maintain full confidentiality of all documentation and discretion in the dissemination of results. The consultant may not utilise, without prior approval, the information for presentations or studies related to this consultancy.