

HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

Terms of Reference Consultancy for SVG-HDSDP-INDV-59

PROJECT IMPLEMENTATION SUPPORT CONSULTANCY

1. INTRODUCTION

1.1 The Government of St. Vincent and the Grenadines (GOSVG) has received funding from the World Bank (WB) toward the implementation of the Human Development Service Delivery (HDSD) 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 is 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); and 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). The MoA houses the Department of Labour mandated to ensure an adequate supply of trained manpower in all branches of economic activity in St. Vincent and the Grenadines, to disseminate accurate and timely labour market information, and inform and maintain labour legislation. The MoNM is responsible for administering the social protection initiatives of the GoSVG.

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 This project offers an opportunity for the enhancement of the labour legislative framework and the improvement of the labour market systems, under Sub-Component 3.2. More specifically, the project will finance the revision of the Protection of Employment Act and the Labour Relation Bill, the drafting of a Labour Code, execution of Labour Demand Surveys, and the facilitation of Labour Market Analysis Training on the latest research and practices in labour market interventions. **These activities will** inform the Technical Vocational Education and Training (TVET) delivered under Sub-Component 3.1 with updated market data that ensures the skills training provided is relevant to labour market needs. Updated legislation and strengthened capacity at the Department of Labour, will improve Government's ability to respond to the needs of both job seekers and the employed. Notably, the Department is about to embark on the Labour Demand Surveys consultancy and more interestingly, the revision Protection of Employment Act has been completed and awaiting the Cabinet's approval.

1.5 In addition, the project, under Sub-Component 2.2, has committed resources to support the modernization of the delivery of social protection initiatives, as well as the development of policy and legislation which is reflective of good practice in the delivery of social protection services. More specifically, **the project will finance the revision of the Public Assistance Act enacted to assist low-income households and persons in need during an emergency or disaster live independently, which has not been updated since 1990.**

1.6 In light of the foregoing, the MoEFP is seeking to contract a consultant who will support the implementation and management of activities related to Component 2 and 3, which are essential to improving both regulation and knowledge of the labour market, and the drafting of legislation to guide the delivery of social protection. The MoFEP is seeking a Technical Consultant to develop terms of references and manage the various consultancies under these components over the next twelve (12) months.

2. OBJECTIVES OF THE CONSULTANCY

2.1 To provide technical support to the HDSD Project, through the management of the abovementioned activities under sub-components 2.2 and 3.2. More specifically, the Consultant will maintain oversight of:

- The revision and adoption of the Public Assistance Act
- The revision and adoption of the Labour Relations Bill of 2001
- The drafting of the Labour Code
- The execution of the Labour Demand Surveys

3 SCOPE OF WORK

3.1. Design a workplan that will show a detailed schedule and methodology to be used throughout the duration of the consultancy. The workplan should take the form of a monitoring and evaluation framework and road map, which outlines performance indicators (output and outcomes) with clear definitions and milestones, for each activity.

3.2. Review the following project documents:

- Contractual documentation pertaining to the Labour Demand Surveys currently ongoing,
- Contractual documentation pertaining to the Labour Market Analysis Training to be executed under the aegis of the HDSD Project
- The current Labour Relations Bill, 2001
- **The current Public Assistance Act, 1990**
- The previous and updated Protection of Employment Act
- All other relevant labour legislation that will guide the drafting of the Labour Code for St. Vincent and the Grenadines

3.3. Work closely with the Department of Labour, and other key stakeholders to coordinate and monitor relevant activities under sub-component 2.2 and 3.2.

3.4. Work closely with the consultants contracted to execute the Labour Demand Surveys to ensure effective and efficient data collection.

3.5. Under the guidance of the Department of Labour and the Project Coordinator, HDSD Project, prepare and submit terms of references and other relevant bidding documents, for all outstanding consultancies under sub-component 3.2, in addition to the revision of the Public Assistance Act under sub-component 2.2, and participate in the review of the bid evaluation processes.

3.6. Represent the Department of Labour on Technical Committees/ Working Groups established to oversee the execution of consultancies and/or field work, and report on the progress of all activities as requested.

3.7. Prepare monthly status reports on the various activities to be conducted under sub-component 2.2 and 3.2 under his/her scope, for review

by the Department of Labour, Project Coordinator of the HDSD Project, and other relevant stakeholders.

3.8. Assist in the arrangement and supervision of logistical arrangements for visiting missions to field sites by representatives of the World Bank, Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology, and other key stakeholders, ensuring that relevant briefing kits are compiled.

3.9. Compile and submit a Final Report to Project Coordinator, HDSD Project, detailing the methodologies of the activities undertaken, successes, challenges, results (planned and unplanned), lessons identified and recommendations on how to address those lessons.

4. DELIVERABLES

4.1 A High-Level Work Plan and Timeline for execution of all relevant activities of sub-component 2.2 and 3.2., outlining the various, activities, and timelines for completion of the consultancy. This workplan must be submitted ten (10) days after the signature of the contract.

4.2 Monthly Status Reports on the following:

- the progress of Labour Demand Survey 1. The Reports should be submitted upon completion of each phase of the data collection process and should include a short assessment of the overall progress of fieldwork, an update on data quality and main quality issues encountered in the field; and any relevant deviations from the standard field plan observed and exercised.
- the progress of Labour Demand Survey 2. The Reports should be submitted upon completion of each phase of the data collection process and should follow the reporting status as outlined above during the execution of the Labour Demand Survey 1.
- the progress Labour Market Analysis Training to be facilitated under the project, aimed at providing participants with a level of understanding and skills of Labour Market Information and Labour Statistics as requested. Status Reports should include an assessment of the progress of training conducted, any relevant deviations from the training outline and plan submitted by the consultant and approved by the relevant stakeholders, and next steps for continued training.

4.3 Final Drafts of the Terms of References for the following consultancies:

- The Revision of the Labour Relations Bill
- The Drafting of the new Labour Code
- The Revision of the Public Assistance Act

4.4 Submission of a Final Report on the consultancy which should show the activities undertaken, successes, challenges, results (planned and unplanned), lessons identified and recommendations on how to address those lessons.

5. CHARACTERISTICS OF THE CONSULTANT

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| Type of Consultancy: | Individual |
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| Procurement Method: | Individual Consultant Selection |
| Length and Duration: | The consultancy is expected to be conducted over a period of fifteen (15) months. |
| Place of work: | St. Vincent and the Grenadines |
| Qualification and experience: | <p>The Consultant shall at a minimum, possess the following qualifications, experience, and competencies:</p> <ul style="list-style-type: none"> • A Bachelors' Degree in public sector management or related field. • Postgraduate diploma in the Bar Professional training course and/degree in law, preferably from a Commonwealth country. • Specialist knowledge of employment and labour relations, human resources, industrial relations, or a related field. • At least four (4) years professional experience in executing and/managing the following activities: <ul style="list-style-type: none"> o Developing Terms of References and managing consultancies in areas like this assignment. o Developing and supporting the ratification of laws and regulations for labour and /or social protection o Managing data sources, data assessment, and data analysis, particularly related to data on national labour force and employment statuses. o Management of public consultations and stakeholder sessions. o Experience in managing/disseminating information related to public sector projects. • Ability to identify priority activities and assignments, allocation of appropriate amount of time and resources for completing the work. |

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| Assets | <ul style="list-style-type: none"> • Demonstrated knowledge of labour and/or social protection legislation in St. Vincent and the Grenadines. • Excellent written and spoken communication skills. • Fluency in English (verbal and written) is required. • Excellent analytical, numerical, and key computer skills (competence in Microsoft Office Programs inclusive of Word, Excel, and Power Point). • Excellent interpersonal skills. |
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6. INPUTS BY THE CLIENT

The Department of Labour will provide the consultant with all relevant documentation and resources to facilitate the completion of the consultancy, as well as facilitate access to relevant members of staff and management as well as any other stakeholders that may be identified.

The MoNM will provide the consultant with all necessary inputs to support the drafting of the terms of reference required to procure the consultant charged with revising the Public Assistance Act.

7. REPORTING/ SUPERVISION

7.1. The consultant will be supervised and report to the Project Coordinator of the HSD Project under the aegis of the Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology (MoFEP), through the Labour Commissioner, Department of Labour within the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour; and the Permanent Secretary, Ministry of National Mobilisation, Social Development, Family, Gender Affairs, Persons with Disabilities and youth (MoNM).

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 will be paid commensurate with the services provided. Payments shall be broken down as follows:

| Deliverable | Payment Schedule |
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| Submission and Approval of Deliverable 4.1 | 10% |
| Submission and Approval of Deliverable 4.2 | 60% (the consultant shall be paid 5% of the contract amount upon submission and approval of each Status Report) |
| Submission and Approval of Deliverable 4.3 | 20% |
| Submission and Approval of Deliverable 4.4 | 10% |

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 from the MoFEP or any other related Ministry or Agency, the information for presentations or studies related to this consultancy.