

**Saint Vincent and the Grenadines**  
**VOLCANIC ERUPTION EMERGENCY PROJECT**

**Terms of Reference**  
**Projects Officer**

**Summary**

The Government of St. Vincent and the Grenadines has received financing from the International Development Association (The World Bank) and the European Commission under the Caribbean Regional Resilience Building Facility Single-Donor Trust Fund, towards the Volcanic Eruption Emergency Project (VEEP) and it intends to apply part of the proceeds towards consultancy services for Project Officers.

The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the La Soufriere volcano eruptions. The VEEP comprises three components that seek to achieve the development objectives. A detailed description of the project components is provided in Annex 1. To execute the project, the GoSVG is establishing an implementation unit which will require the services of 3 project officers to assist the project coordinator in coordinating and implementing activities under the Project.

**Scope of Services**

The position of Projects Officer is a contracted full-time staff position. Work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines. The PO will report directly to the Project Coordinator and shall be responsible for liaising with the participating ministries and agencies in relation to implementation of the VEEP.

The Projects Officer will liaise closely with the relevant line ministries and departments within the GoSVG, and with the World Bank project team. S/He will assist the Project Coordinator in organizing and planning project implementation activities with respect to contracting, financial management, safeguards management, contract supervision, reporting and all other aspects of the VEEP's operations.

The Projects Officer will assist the Project Coordinator in ensuring that the participating ministries and agencies - the Ministry of National Mobilisation, etc. (MoNM); the National Emergency Management Organisation (NEMO); the Ministry of Agriculture; the Central Water and Sewerage Authority (CWSA); the Ministry of Transport, Works, Lands and Surveys and Physical Planning (MoTW) and the Roads, Buildings and General Services Authority (BRAGSA) are appropriately involved with project activities.

## Duties and responsibilities

The Projects Officer will be supported by the VEEP project staff and the general PSIPMU administrative personnel in providing project administrative support, assisting in monitoring of project activities and in making recommendations to help resolve project bottlenecks. Specifically, the Projects Officer will be required to:

1. Provide administrative support to the VEEP project implementation unit (PIU).
2. Assist in the preparation of the project implementation and annual work plans for line agencies in conjunction with the VEEP team.
3. Keep track of the Ministries' reporting and deliverables timeline and follow-up with them for timely submission.
4. Assist the Project Coordinator in managing activities within the VEEP project team in coordination with the PSIPMU and ensure timely reporting and preparation of project documentation as needed particularly with respect to Bank project reporting requirements and requests for World Bank's 'No Objection'.
5. Advise and regularly report to the Project Coordinator on VEEP project implementation activities, program plans and recommend project implementation strategies.
6. Engage and coordinate appropriate line ministry and stakeholder support as needed to advance project objectives.
7. Advise line ministries and agencies on adherence to environmental and social standards of the World Bank Environmental and Social Framework.
8. Guide the line agencies in the effective implementation of the Environmental and Social Management Framework and other Environmental and Social Standard instruments as per the Environmental and Social Commitment Plan (ESCP) requirements.
9. Provide documentation on the status of implementation and include recommendations for actions to address any bottlenecks in the line ministries and agencies.
10. Assist the Project Coordinator in the preparation of regular project progress reports, including quarterly monitoring reports for submission to The World Bank, identifying potential implementation risks in achieving the PDOs within the requisite times and actively proposing potential solutions.
11. Assist line ministries and agencies in the preparation of terms of reference (ToRs) and technical specifications.
12. Liaising with relevant stakeholders for input and feedback in the preparation of documents.

13. Assist in the review of bidding documents, request for proposals, requests for bids, expressions of interest or other documents required to engage consultants and bidders.
14. Perform other related duties as assigned by the Director of Economic Planning.

### **Qualifications and Experience**

Prospective candidates should have a minimum of the following qualifications:

- A bachelor's degree in management, business administration, economics, project management or related discipline
- 2 years' experience in a project environment
- Experience in the public sector would be an asset.
- Demonstrated experience in stakeholder engagement activities will be an asset
- Experience with programmes or project portfolios of multilateral or bilateral institutions (e.g. The World Bank, Caribbean Development Bank and the European Union)
- Strong interpersonal and organizational skills
- Demonstrated experience in projects focused in the Eastern Caribbean would be an asset.
- Excellent report writing skills
- Analytical thinker with creative problem-solving skills and attention to detail
- Demonstrated proficiency in MS Office Suite
- Fluency in English

### **Reporting Obligations**

The Projects Officer will report to the Director of Economic Planning through the Project Coordinator. The Projects Officer will be required to submit the following reports:

- Quarterly progress reports
- Annual Project Performance Reports
- Mid-term and Project Completion Reports
- End of Assignment Report
- Other reports as required

### **Contract Duration**

The duration of the contract is six (6) months in the first instance and will be subject to renewal based on the consultant's satisfactory performance and work availability.

### **Remuneration**

Remuneration will be commensurate with qualifications and experience.

## **ANNEX 1 – PROJECT DESCRIPTION**

The VEEP has three components through which the Project Development Objective will be achieved:

**Component 1:** Early recovery income support (US\$7.5 million):

*Subcomponent 1.1:* Temporary cash transfers and social support services program (US\$4.3 million);

*Subcomponent 1.2:* Labour intensive temporary employment (LITE) program (US\$3 million);

*Subcomponent 1.3:* Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.2 million);

**Component 2:** Restoration and “Build Back Better” of critical services, and strengthening of emergency preparedness and response capacity (US\$31 million);

*Subcomponent 2.1:* Support to reconstruction planning that incorporates climate change considerations;

*Subcomponent 2.2:* The restoration and reconstruction of critical infrastructure services;

*Subcomponent 2.3:* Strengthening of emergency preparation and response.

**Component 3:** Project Management (US\$ 3 million)

### **Component 1 – Early Recovery Income Support**

#### **Early recovery income support (US\$7.5 million).**

The objective of this component will be to provide temporary cash transfers to selected poor and vulnerable populations affected by the volcanic eruptions of La Soufrière and other climate-related events. The activities under Component 1 are embedded within the Government’s broader social protection strategy, which focuses on shock-responsive social assistance. This component comprises three subcomponents:

1.1: Temporary cash transfers and social support services program

1.2: Labour-intensive temporary employment program (LITE)

1.3 Strengthening of institutional capacity to administer and monitor the income support programs

#### **Sub-component 1.1 – Temporary Cash Transfers and Social Support Services Program**

##### **Temporary cash transfers and social support services program (US\$4.3 million).**

The objective of this subcomponent is to support the continuation, expansion, and strengthening of the ongoing temporary cash transfers and complimentary social support services. This sub-component will finance goods (material and equipment) and consulting services (life skills

facilitators) required for delivery of the family education program which will provide follow-up psycho-social support to beneficiaries.

### Sub-component 1.2 – Labour-Intensive Temporary Employment (LITE)

#### **LITE Program (US\$3 million)**

The subcomponent will support, on an as-needed basis, the implementation of a LITE Program to provide income support and short-term employment to mitigate economic impacts after the occurrence of climate-related disasters (including risks associated with heavy rains mobilizing ashfall and volcanic debris. It will also support the longer-term resilient recovery of community infrastructure.

The LITE Program will build on the existing experience of the Roads, Buildings, and General Services Authority (BRAGSA) in implementing the Road Clean-Up Program, which is a cash for work seasonal program aimed at basic public infrastructure maintenance and the creation of short-term employment benefiting unemployed working-age people.

The program will be facilitated by direct payments to BRAGSA which will target unemployed individuals over 18 years of age from the target communities. Thus, the only procurement under this subcomponent is for goods (tools and safety gear for workers/beneficiaries) of the LITE Program and consultant services to improve BRAGSA’s capacity to plan, prepare and supervise the execution of the subprojects for the LITE Program.

### Sub-component 1.3 – Institutional Strengthening - MoNM

**Subcomponent 1.3. Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.5 million).** This subcomponent will aim to strengthen the capacity of the MoNM to administer and monitor the existing income support programs and will include (i) a payment mechanism to deliver cash transfers to beneficiaries and (ii) expansion of the current information system to administer and monitor the income support programs.

Contracts to be procured under this sub-component will be for goods and consulting services required for institutional strengthening to monitor and administer the program and expansion of the MoNM’s information system. The MoNM proposes to

## Component 2 – Restoration and “Building Back Better” of Critical Services, and Strengthening of Emergency Preparedness and Response Capacity

**Restoration of critical services, resilient reconstruction, and strengthening emergency preparedness and response capacity (US\$ 31 million - indicative)**

Component 2 will support the rapid restoration and resilient reconstruction of critical infrastructure damaged by the volcano eruption and subsequent debris flows and lahars while strengthening Government's emergency preparedness and response capacity. Investments under this component will focus on three main areas: (i) support for reconstruction planning; (ii) investments in rapid restoration and resilient reconstruction of priority infrastructure; and (iii) strengthen emergency preparedness and response systems and capacity. Candidate activities for the first 18 months across sectors are summarized below.

### Component 3 – Project Management

#### **Component 3: Project Management (US\$3 million)**

This component will support the administrative management of the Project by the PSIPMU and implementing partners through, but not limited to the following individual consultants, (a) a project coordinator; (b) financial management (FM) and procurement specialists to carry out the fiduciary aspects of the Project; (c) monitoring and evaluation (M&E) specialists; (d) technical experts needed for environmental management and social protection specialists; and (e) technical focal points in the MoA, CWSA, MoNM and MoTW/BRAGSA. The PSIPMU will coordinate the provision of training and workshops<sup>1</sup> and manage the financing of necessary goods, equipment, and operating costs, including costs associated with convening and reporting to the Project Steering Committee (PSC).

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<sup>1</sup> Workshops will include technical discussions and capacity-building activities around the utilization of climate and disaster risk information and the prioritization of reconstruction and rehabilitation activities to strengthen climate and disaster resilience.