

GOVERNMENT OF ST. VINCENT AND THE GRENADINES

Human Development Service Delivery Project (HSDSP)

Terms of Reference SOCIAL ASSISTANCE OFFICER SVG-HSDS-CS-INDV-15

1.0 INTRODUCTION

The Government of St. Vincent and the Grenadines (GOSVG) has received financing from the World Bank (WB) to implement 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. The project will be implemented by the Ministry of Economic Planning. The other participating ministries are the Ministry of Education, National Reconciliation and Ecclesiastical Affairs, and the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth.

The Human Development Service Delivery Project (HSDSP) is structured around four components. The first component will provide support for pedagogy for basic and special needs education; the second component will build responsive social protection service delivery systems; and the third component will strengthen labour market systems for improved skills training of poor and vulnerable populations. The fourth component will support project implementation, monitoring and evaluation.

The Ministry of National Mobilization etc is responsible for implementing social protection policies and programmes which are intended to provide households and communities with protection against risks and vulnerabilities and promote access to new opportunities. Through its various programmes, the ministry helps sustain households' living standards in the face of adverse conditions, and also supports investments in human and physical capital, which are central to economic growth and development. Accordingly, under the HSDSP, the Ministry of National Mobilisation etc, will be responsible for the implementation of activities under Component 2 that are designed to (i) improve SPL service delivery instruments; (ii) strengthen human resource capacity for provision of SPL programs and services; and (iii) enhance institutional mechanisms and strategy for more efficient, coordinated, and transparent service delivery, and improved communication and education strategies for safety net beneficiaries.

Specifically, the project will finance development and implementation of a targeting system; a beneficiary registry linked to a new Management Information System (MIS); improved payment system; institutional assessment, capacity building, knowledge exchange and training; strengthened operational procedures, and better monitoring and evaluation, as well as improved public communication and beneficiary education. Component 2 will also finance poverty data collection to ensure evidence-based decision making in identification of beneficiaries and program responses to address poverty challenges.

The Ministry of National Mobilization etc has appointed the Director of Social Development as the project Focal Point. The Focal Point will be responsible for the overall management of the project activities to be implemented by the ministry. To support the Focal Point in executing the programme of activities, the GOSVG will engage the services of a Social

Assistance Officer. This is a full time position and the officer will be based in the Ministry of National Mobilization etc.

2.0 OBJECTIVE

The objective of the assignment is to assist the Focal Point (FP) for the Ministry of National Mobilization etc, in the day-to-day coordination, management and implementation of social protection project related activities.

3.0 SCOPE OF SERVICES

The scope of services is understood to cover all the activities necessary to accomplish the stated objectives of the Project, whether or not a specific activity is cited in these Terms of Reference. The main duties are as follows:

- (a) Coordinate and monitor the work of each consultant in collaboration with the ministry's Focal Point and the Public Sector Investment Management Unit (PSIPMU) with the Ministry of Economic Planning etc.;
- (b) Coordinate and process all capacity-building activities under the project, monitor the progress of participants and ensure that end-of-training reports are submitted and commented on in a timely manner;
- (c) Coordinate the procurement of the furniture and hardware for the Social Protection sub-component;
- (d) Prepare and submit timely Progress Reports and any other substantial reports required by the FP and Project Coordinator (PC);
- (e) Manage all project related logistics and the hosting of workshops and meetings or general interface between project consultants and stakeholders;
- (f) Perform any other duties that may be assigned to ensure the success of the project.

4.0 TASKS

1. Assume operational management of the project activities in consistency with the project document, policies and procedures.
2. Ensure that project outputs are achieved as identified in the PAD and as advised and instructed by the Focal Point.
3. Amend Work Plan in accordance to output delivery when necessary.
4. Draft terms of references (TORs) for experts to be approved by FC and assist with procurement of consultant services in accordance with approved TORs.
5. Sets tasks and deadlines for experts and oversee their performance.
6. Prepare and submit all necessary reports as required under the Project.
7. Facilitate and cooperate with audit processes at all times as required.
8. Organize and undertake consultations with experts.
9. Organize and oversee any missions set during the period of the project lifetime.
10. Prepare and maintain meeting minutes.
11. Coordinate the procurement activities within the Ministry of National Mobilization etc. in collaboration with the PSIPMU.
12. Organize and coordinate evaluation of project activities.

5.0 DELIVERABLES

- i. Monthly progress reports on implementation of social protection related activities under the project including status of on-going contracts, and progress towards the achievement of related results indicators.
- ii. A comprehensive implementation plan for the Social Protection Component (updated semi-annually) detailing activities, timelines and budgets
- iii. Minutes of meetings.

6.0 MINIMUM QUALIFICATIONS AND EXPERIENCE

- i. Undergraduate qualifications in Social Protection/Project Management or other relevant field.
- ii. Post-graduate qualifications will be an asset.
- iii. At least five (5) years experience in project management in a social protection environment.
- iv. Experience in mainstreaming gender issues in development projects.
- v. Sound understanding of St. Vincent and the Grenadines' government structure and experience with public service project management.
- vi. Familiarity with implementing projects for the World Bank or other international development agency would be an asset.
- vii. Excellent communication and organization skills.
- viii. Full computer literacy and experience in working with PC-based equipment.

7.0 REPORTING

Under the overall guidance and management of the Permanent Secretary, Ministry of National Mobilization etc., the Social Assistance Officer will report to ministry's Focal Point in the execution of his/her duties.

8.0 DURATION

The consultancy will be for two (2) years in the first instance, subject to renewal based on satisfactory performance.