

**SAINT VINCENT AND THE GRENADINES
HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT**

**Terms of Reference
for
Individual Consultants to Conduct Interviews for the Institutional Assessment component
of the Enhanced Country Poverty Assessment (eCPA)**

1. INTRODUCTION

The Enhanced Country Poverty Assessment (eCPA), a comprehensive study of living conditions, was officially launched on February 13, 2018. Its main objective is to inform poverty reduction policies, programmes and strategies. The eCPA has five (5) components: a joint Survey of Living Conditions and Household Budgets (SLC/HBS); a Participatory Poverty Assessment (PPA); an Institutional Assessment (IA), a Macro-Social and Economic Analysis (MSEA) and Poverty and Vulnerability Mapping (PVM).

The SLC/HBS, which is the only quantitative element of the eCPA, is designed to collect information from randomly selected households across St Vincent and the Grenadines over a period of 9 - 12 months. The SLC/HBS questionnaire covers, *inter alia*, questions on consumption, food security, climate change impact, and other relevant information necessary to assess poverty, vulnerability and inequality. Questionnaire administration for the SLC/HBS began in March 2018 and by September 2018, was 75 percent complete with an average response rate of 69 percent.

The PPA and the MSEA component of the study have commenced. The institutional assessment (IA) focusses on the identification of gaps in the institutional framework and service delivery in improving living conditions and in reducing poverty. The IA also examines the performance of institutions in respect to the types and quality of services delivered. The Assessment is essentially qualitative in nature and requires institutions to provide evidence of their performance.

Specific objectives of the IA are:

1. Identify the key services provided by specific institutions and the efficiency of service delivery
2. Assess the performance of institutions and their service delivery based on their policy framework, the implementation of their policy mandates, adequacy of staffing and administrative systems, their effectiveness and efficiency in programming and service delivery, how they address equity and inclusivity concerns, and deal with accountability.
3. Identify key service delivery gaps, issues and problems in the specific institutions and sectors relating to achieving improvement in living conditions and poverty and vulnerability reduction; and
4. Determine the relationship and structure of resource flows between government and public institutions on the one hand and to private and NGO provider institutions on the other.

The eCPA is supported by financing by the World Bank under the Human Development Service Delivery Project (HSDSP) at an estimated cost of US\$800,000. Technical support for the eCPA

is also provided by the Caribbean Development Bank (CDB) through the Organization of Eastern Caribbean State (OECS) Commission.

Accordingly, the GOSVG is seeking the assistance of four (4) qualified individuals, hereinafter referred to as IA Interviewer to provide technical support to collect information for the compilation of the IA report.

2. OBJECTIVE

The main objective of the IA is to collect information from key institutions in order to gain a clear understanding of the institutions and service delivery critical to improving living conditions and effecting poverty/vulnerability reduction in Saint Vincent and the Grenadines.

3. SCOPE OF WORK:

The IA Interviewer is charged with the responsibility of conducting a minimum of ten (10) scheduled interviews from a listing of institutions determined by the National Assessment Team. The IA Interviewer will conduct the interviews using an established instrument. While the IA Interviewer will work between 9:00 am and 4:00 pm, five days (Monday – Friday) in each week over a 12-week period s/he may need to be available to start and/or complete interviews outside of traditional working hours. Specifically the IA Interviewer will:

- a. Ensure that s/he arrives at the location for conducting the interview fifteen (15) minutes prior to a scheduled interview.
- b. Conduct each interview on a face to face basis with the each institution s/he has been assigned.
- c. Independently collect data from the institutions assigned to be interviewed.
- d. Record all data on the interview sheet provided.
- e. Record all interviews with equipment provided by the Client
- f. Provide the assigned supervisor with the completed instrument and the audio recording of the interview within 48 hours of the completion of each interview.
- g. Immediately advise the assigned supervisor if a) an interview was not held as scheduled because of no show of the interviewee; b) an interview was not completed in a single setting; c) the institution to be interviewed request an alternate date and d) the interviewee indicates that they do not wish to participate in the exercise.

4. CLIENT INPUT

The National Assessment Team – acting on behalf of the ‘Client’ – shall ensure that:

- a. Training is provided to the IA Interviewer.
- b. There is a schedule of interviews for all Institutions identified to be interviewed.
- c. Interviewers are provided with the schedule.
- d. Necessary confidentiality forms, consent forms and other relevant protocol for data collection consistent with that of the Statistical Department are developed.
- e. The Working Plan to conduct of the IA has been signed-off on.
- f. A Supervisor is assigned to check the integrity and authenticity of data collected.

5. QUALIFICATIONS

The Interviewer shall have the following minimum qualifications:

- At least an Associate Degree in Social Sciences or Humanities including economics, management of business

The ideal candidate is expected to possess the following competencies.

- Excellent oral and written communication and presentation skills:
- Results-oriented, creative, confident, self-motivated and responds positively to feedback
- Strong organizational, research and analytical skills
- Ability to work well individually and with teams
- Persistence when faced with problems or challenges
- Ability to identify issues, opportunities and risks and articulate them
- Ability to work to tight deadlines
- Experience in conducting interviews will be an asset

5. DURATION

The expected duration of the consultancy is over a period of three calendar months.

6. REPORTING

The IA Interviewer will report directly to the supervisor of the IA who is preparing the report and supervising the process.