

SAINT VINCENT AND THE GRENADINES
OECS Data for Decision Making

Terms of Reference
PROJECT COORDINATOR
SVG-DDMP-CS-INDV-1

Background

The OECS Data for Decision Making (DDM) Project (the Project) is a regional project that seeks to improve the capacity of participating Eastern Caribbean countries to produce and publicly disseminate statistical data for country and regional level analytics. It will be implemented by Grenada, Saint Lucia, St. Vincent and the Grenadines (SVG), and the OECS Commission. The project seeks to achieve its objective by strengthening both national and regional level capacities and fostering regional coordination. At the national level, Component 1 and Component 2 of the project will strengthen national statistical systems through (i) statistical modernization and capacity building, and (ii) data production, analysis, and dissemination, with a focus on the population and housing census, living conditions surveys, labor market surveys, and agricultural census. At the regional level, Component 3 of the project will support the OECS Commission's mandate for regional integration and the strengthening of the regional statistical system. Component 4 will support project implementation, and Component 5 will provide a contingency option for immediate surge funding in the event of a national emergency. The Project is to be implemented over a five-year period which commenced in 2022.

The following components will be implemented in SVG:

Component 1: Statistical Modernization and Capacity Building

Under this component, technical assistance and training will be provided to strengthen the organizational capacity of the NSO and ensure sustainability, in the context of limited human resources and foreseeable staff retirement; to improve the functioning of SVGs' National Statistical System (NSS) and enable it to better address the demand of its data users; and to support the NSO in disseminating core statistics and analyses, including strengthening its communication capacity, and promote data use. This component will also finance the acquisition of modern IT end-user equipment to support the entire statistical production process from data collection to dissemination for greater efficiency and quality, and to increase the resilience of the NSO.

Component 2: Data Production, Analysis, and Dissemination

This component will support the NSO in its production of core data collection activities through financing and technical assistance to improve the frequency of data available to monitor and analyze demographic, social, and economic conditions. The core data products will include (i) Population and Housing Census (PHC), (ii) Agricultural Census, (iii) Survey Living Conditions (HBS-SLC), and (iv) Labour Market Statistics. Technical assistance and financing for collection of supplemental data, as well as during major emergencies will also be provided under this component.

Component 3: OECS Regional Integration

Given the linkages between the country and regional level components of the project, strong regional project coordination will be required. The Project implementation team in SVG will be responsible for regional coordination with the other Country PIUs and the Regional PIU to achieve the overall project objectives and contribute to the regional activities under Component 3, which will be implemented by the OECS Commission. Component 3 contributes to the OECS Commission's mandate for regional integration and strengthening the Regional Statistical System. Key activities under Component 3 are: (1) support the creation of the Regional Data Governance Council in charge of providing guidance and harmonization of key data instruments and methodologies to improve the quality and comparability of data across member states; (2) develop and test data innovations suitable for small island states in the Eastern Caribbean, (3) strengthen regional technical assistance to NSOs and NSSs; and (4) support the generation of regional analytics and their dissemination.

Component 4: Project Implementation

This component will support Project implementation in each country and at the OECS. Implementation of the Project in SVG will be within the ambit of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning, and Information Technology (MOFEP). The Project will hire a Project Coordinator dedicated to managing the SVG portion of the Project. The PSIPMU will be responsible for the Project's financial management, procurement, monitoring and evaluation, and environmental and social risk management. The PSIPMU will work closely with the Statistical Office, led by the Chief Statistician. A Project Steering Committee, chaired by the Director of Economic Planning, will provide oversight of the Project, evaluate progress and results, and address issues requiring higher-level interventions.

Component 5: Contingency Emergency Response Component (CERC)

This zero-cost component aims to provide immediate surge funding in an eligible national emergency. The CERC is only triggered in the case of a public emergency and when certain actions, as agreed by the Government and Bank teams, are met.

Scope of Services

To effectively manage the activities financed under the Project, the Government of St. Vincent and the Grenadines (GoSVG) will hire a Project Coordinator. The consultancy will be a full-time assignment and will be performed on site at the designated project office located in SVG.

The Project Coordinator shall be responsible for the day-to-day management, coordination and implementation of the Project in SVG. The Project Coordinator will work in close collaboration with the Chief Statistician who will be responsible for the execution of statistical activities under the project, as well as the key participating ministries within the GoSVG, and with the World Bank project team. The Project Coordinator will organize and plan project implementation activities and will manage project staff efforts in project development and planning, preparation, and execution. The Project Coordinator shall also be responsible for ensuring project activities are conducted in accordance with GoSVG and World Bank requirements.

Duties and responsibilities

The Project Coordinator will manage the project implementation team and be responsible for the successful implementation of the Project. She/He will collaborate with the Chief Statistician as well as the participating ministries and departments in order to advance project objectives. The Project Coordinator will manage and monitor all aspects of the implementation of the Project. Specifically, the responsibilities of the Project Coordinator include but are not limited to:

1. Planning and managing OECS DDM Project operations and develop strategic plans for project implementation, including the annual work plan;
2. Advising and regularly reporting to the Chief Statistician / Director of Economic Planning on the progress of project implementation activities and recommend project implementation strategies, including action plans to address implementation risks or issues that arise;
3. Supervising and managing activities within the project team in coordination with the Chief Statistician, Ministry of Economic Planning etc., Ministry of Agriculture etc., and Min of Tourism etc;
4. Ensuring timely reporting and preparation of project documentation as needed, particularly with respect to World Bank's project reporting requirements and requests for 'no objection';
5. Managing, directing and overseeing project team efforts and workload allocation in respect of all project activities;
6. Liaising and coordinating with the Chief Statistician, Statistical Office and the World Bank's project team on all technical and administrative aspects of the Project;
7. Coordinating World Bank's project supervision missions including responses to aide memoires;
8. Preparing monitoring reports including biannual monitoring reports for submission to the GoSVG and World Bank;
9. Preparing the Annual Project Work Plan and Budget;
10. Convening Steering Committee and project team meetings, and ensure that minutes of these meetings are recorded and disseminated to members;
11. Reviewing and updating the Project Operations Manual (POM) annually in coordination with the PSIPMU staff and participating ministries and agencies;
12. Ensuring regional coordination, including active participation in quarterly meetings with the other Country PIUs and the Regional PIU.
13. Ensuring that project activities are carried out in accordance with the Financing Agreement, the Project Operations Manual (POM), and all applicable World Bank Procurement, and Disbursement Guidelines/Regulations, the Environmental and Social Standards relevant to the project and the National Government laws and regulations.; and
14. Leading preparation of the Project Completion Report on outcomes, challenges and results;

Qualifications and Experience

The minimum requirements are as follows:

- a) A master's degree in Economics, Development Studies, Project Management, Social Policy or related discipline;
- b) At least five (5) years relevant professional experience in Project Management, of which at least three (3) years 'must be working closely with regional and international development agencies such as the Caribbean Development Bank, World Bank, the European Union, Caribbean Community (CARICOM) and UN Agencies;
- c) At least five (5) years' experience demonstrating sound knowledge of social and economic statistics, particularly in the conduct of censuses and household surveys;
- d) Strong leadership and convening power, with excellent planning, communication, interpersonal and organizational skills demonstrated by at least five (5) years' experience in team leadership.
- e) Ability to establish and maintain strong, collaborative working relationships with multiple agencies demonstrated by at least five (5) years' experience in stakeholder engagement and management;
- f) Proven relevant working experience with the Government of Saint Vincent and the Grenadines or within the wider Caribbean would be an asset; and
- g) A good understanding of socio-economic data processes and analyses would be an asset.

Other Requirements

- Proficiency in Microsoft Office Suite in particular Microsoft Project
- Possess strong analytical skills
- Possess strong negotiating skills
- Proficiency in English
- Possess good communication skills

Contract Duration

This contract will be for one year in the first instance, subject to renewal until the project closing date based on satisfactory performance (the project duration is 5 years).

Remuneration

Remuneration will be commensurate with qualifications and experience.

Deliverables

The deliverables of the Project Coordinator will include but not be limited to the following:

- i. Monthly progress reports including reports on the OECS DDM project indicators, ongoing contracts and the level of implementation of activities that already have been contracted;
- ii. Minutes of project team meetings (held monthly) and steering committee meetings (Quarterly at a minimum);

- iii. Quarterly formal reporting, including project performance/progress report and biannual Interim Financial Reports;
- iv. A comprehensive project implementation plan (updated quarterly) detailing activities, timelines and budgets;
- v. Disbursement projections with input from financial management and procurement specialists biannual;
- vi. Annual Work Plans and Budgets; and
- vii. Updated Project Operations Manual

PERFORMANCE METRICS

- Timely submission of the Annual Work Plan and Budget (by December 31) for the project
- Timely completion of activities in the annual work plan
- Submit quarterly briefs on implementation progress and challenges and related actions:
 - Change in disbursement (total and by component);
 - Number of items entered in STEP
 - Results Framework Status
 - List of items prioritized for the given quarter and related progress/challenges (on track, delayed)
 - Actions by MOFEP, PSIPMU, other implementing ministries and the World Bank
 - Environmental & Social Safeguards Status
 - Communication – Key Events / Products
- Ensure submission of quality semi-annual progress reports on time (due dates are 45 days after the 6-month reporting period)
- Consistent follow-up on agreed actions from implementation support meetings (at minimum monthly logs) with the WB
- Number of Terms of References submitted to and approved by the World Bank (set number based on Annual Work Plan for example)
- At least 70% of procurements managed within standard procurement lead times
- Timely submission of financial reports, monitoring & evaluation reports and monitoring & evaluation framework updates