

GOVERNMENT OF ST. VINCENT AND THE GRENADINES
HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT
TERMS OF REFERENCE
SVG-HDSD-CS-INDV-85
ADMINISTRATIVE OFFICER FOR THE FACILITATION OF INSERVICE
TEACHER TRAINING

1. INTRODUCTION

1.1 The Government of St. Vincent and the Grenadines (GOSVG) has received funding from the World Bank (WB) towards 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. The project is implemented by the Ministry of Finance, Economic Planning, and Information Technology. The other participating ministries are the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Youth, Housing and Informal Human Settlement (MoNM); the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MoA); and the Ministry of Education and National Reconciliation (MoE).

1.2 The project is structured around the four following 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

1.3 The Human Development Service Delivery (HDSD) Project has supported the strengthening of pedagogy within primary and secondary schools through the facilitation of in-service teacher professional development. Consulting educational institutions were contracted to design and deliver in-service teacher training to two primary target populations: untrained non-graduate teachers, who need assistance with basic teaching skills; and experienced teachers who nonetheless need additional training and support to improve their instructional practices. Extensive training is expected to re-commence in January 2023.

1.4 Accordingly, the GOSVG is seeking to contract the services of Administrative Officers to support the MoE. in organising the abovementioned training activities and ensuring the effective delivery of the training programme.

2. OBJECTIVE

2.1 The overall objective of the Administrative Officer is to provide administrative and organisational support to the MoE in the facilitation of In-Service Teacher Training activities.

3. TASKS

- 3.1 Liaise with the MoE's Focal Point to confirm notices/invites sent and follow up with participants assigned to specific training venues.
- 3.2 Record and notify MoE Focal Point and HDSO Project Team if nominees for training have an impairment which will impact on their participation. Discuss and assist the MoE in removing barriers to participation.
- 3.3 Liaise with Consulting team's nominee on registration to have information for necessary follow ups.
- 3.4 Ensure that system leaders are identified to co-teach at each specified training venue.
- 3.5 Ensure that system leaders who are identified to co-teach are aware of and participate in the pre-training sessions which will be led by the Consulting team.
- 3.6 Liaise with the Consulting team to confirm requirements for training venues.
- 3.7 Work with MoE and HDSO Project Team to ensure that a minimum of 8 laptops are available at each location to allow for group work.
- 3.8 Support the MoE in the preparation and hosting of focus group discussions.
- 3.9 Manage the logistics of participants attending from the Southern Grenadines.
- 3.10 Liaise with the Project Coordinator/Procurement Officer of the HDSO Project to finalise training venues and ensure that IT infrastructure is in place at each venue.
- 3.11 Assist the Project Coordinator/Procurement Officer in the administration and management of logistics and contacts for services with service providers such as travel agents, hotels and office suppliers etc.
- 3.12 Attend any online meetings held by the Consultants in preparation for the execution of training sessions.
- 3.13 Attend all training sessions. Sessions are to be held for five (5) days.
- 3.14 Keep accurate record of registration and attendance by participants at training sessions.
- 3.15 Liaise with the specified venue and/or caterer to ensure timeliness of meals and provide timely feedback on issues encountered.
- 3.16 Provide a brief report inclusive of attendance and other observations.
- 3.17 Maintain and update files, databases, records, and/or other documents related to this activity.
- 3.18 Perform any other related duties.

4. DELIVERABLES

- 4.1 Bi-monthly Report which shall include but may not be limited to:
 - i. Activities undertaken during the reporting period.
 - ii. New action items assigned and the status of previous action items.
 - iii. Issues and constraints.
 - iv. Recommendations to resolve bottlenecks.

5. DURATION

- 5.1 The consultant will be contracted for a period of four (4) months.

6. MINIMUM QUALIFICATIONS AND EXPERIENCE

- Certification in General Studies, Office/Business Administration or CVQ in General Office Administration or any other relevant field
- A minimum of five (5) CSEC (CXC) including English
- One (1) cumulative years' experience performing administrative work in any public or private sector organisation
- Experience in organising and planning meetings/events with diverse stakeholders
- Experience working with different stakeholder groups
- Proficiency in Microsoft Office applications including Word, PowerPoint, Excel
- Proficiency in the use of communication and conferencing platforms such as Microsoft Teams and Zoom
- The ability to multitask
- Excellent organizational skills
- Effective communication skills
- Exceptional organisational skills

7. REPORTING

7.1 The Administrative Officer will report to the Project Coordinator (HDSO Project) for the duration of the assignment.

7.2 All deliverables/submissions will be submitted to the MoE's Focal Point and subsequently the Permanent Secretary MoE for initial review.

7.3 All deliverables/submissions must be approved by the Project Coordinator upon review from the MoE.

8. COMPENSATION

8.1 The Consultant will be paid commensurate with the services provided.

8.2 The Consultant shall be paid a bi-monthly fee. Remuneration will be paid based on completed deliverables and work executed as evidenced within the bi-monthly reports submitted. Remuneration will also be based on approval of deliverables by the Director of Economic Planning Division.

8.3 Reports must first be submitted by the MoE's Focal Point and Permanent Secretary or her designate for initial review, prior to submission to the Project Coordinator, in the office of the Director of the Economic Planning Division for final approval and the payment of invoices.

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, the information for presentations or studies related to this consultancy.