

HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

Terms of Reference SVG-HDSD-CS-INDV-72

CONSULTANCY FOR THE DEVELOPMENT OF A SOCIAL PROTECTION POLICY AND STRATEGIC PLAN

1. INTRODUCTION

1.1 The Government of St. Vincent and the Grenadines (GOSVG) has received funding from the World Bank (WB) for the implementation of 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.

1.2 The project will be implemented by the Ministry of Finance, Economic Planning, and Information Technology (MoFEP). The other participating ministries are the Ministry of Education, National Reconciliation, and Ecclesiastical Affairs (MOE); the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth (MoNM); and the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MoA).

1.3 The project is structured around the following four (4) 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

1.4 St. Vincent and the Grenadines (SVG) is a Small Island Developing State (SIDS)¹ which is characterised by an open economy, high risk to natural disasters and acute vulnerability to external economic shocks. As such, it is affected by high levels of volatility in its economic growth patterns which often have debilitating effects on livelihoods, particularly for the poorest. The MoNM is mandated to deliver a wide range of social protection programmes and services to respond to a variety of risks faced by the poor and the vulnerable. However, programme delivery

¹38 Countries across the globe with populations of less than 1 million people. The population of SVG is approximately 110,000.

is not guided by an overarching Social Protection policy and/or strategic focus. In the absence of guiding policy parameters and a strategic framework, priorities and objectives for the sector are not clearly articulated, and efforts to reach the poor and the vulnerable are uncoordinated and fragmented.

1.5 Over the past fifteen years, the GoSVG, through its Public Sector Reform Programme (PSRP), has been committed to remodelling the systems governing the provision of public goods and services across government institutions and agencies. In keeping with this commitment, the GovSVG recognizes the urgent need for the development of a comprehensive Social Protection Policy and Strategy, which will delineate the way forward and strengthen its capacity to respond to the needs of the poor and those living at the margins.

1.6 Furthermore, whilst the MoNM continues to improve its programming and the rate of implementation, the GoSVG is cognizant that there are fundamental weaknesses in the delivery of national social protection services.

1.7 The GoSVG recognises that to be effective, a country's social protection architecture must be built on a comprehensive social protection policy which addresses the main issues and gaps of the poor, and that would ensure developmental gains are safeguarded in the wake of macro-level change, including natural disasters and external economic shocks. Thus, the development of a National Social Protection Policy and a detailed strategy for its implementation are imperative if St. Vincent and the Grenadines is to pursue social and economic development, address poverty and social exclusion, and achieve the global Sustainable Development Goals (SDGs).

1.8 The National Social Protection Policy should ensure more efficient and effective use of resources, strengthen management and administrative systems, and ensure greater progress towards a more inclusive form of social protection. In other words, ensure that basic income and social services are made available to the country's poorest and most vulnerable people and eventually the entire population. The development of this policy shall be informed by analysis of data collected through an extensive review of existing documents and surveys on social protection, interviews conducted with key stakeholders clarify who are the stakeholders, national surveys, and reflections based on international best practices on social protection policies regionally and internationally.

1.9 Consequently, under the Human Development Service Delivery Project, the contracting of an individual consultant to develop a National Social Protection Policy and Strategic Plan for the GoSVG will be financed, to ensure the effective implementation of programmatic initiatives

and services delivered by the MoNM. This may include where applicable review and changes in conceptual design.

2. OBJECTIVES

2.1 Overall Objectives

The main objective of this consultancy is to develop a National Social Protection Policy and an accompanying Strategic Action Plan for the GoSVG, to ensure effective implementation of programmatic social protection initiatives and services through the MoNM.

2.2 Specific Objectives

2.2.1 To develop a National Social Protection Policy that:

- Defines guiding principles for social protection and policy design.
- Closes main social and human capital gaps hampering further improvements of standards of quality of life of the population, specially of the poor.
- Defines strategic goals and policy priorities in the areas of including but not limited to health, education, social security, social assistance and agriculture as well as in the event of shocks and disasters which aligns with the public assistance programme offered by the GoSVG through the MoNM.
- Reduces fragmentation and increases the coordination, efficiency and efficacy of the MoNM and their interventions.
- Complements and aligns with national priorities.

2.2.2 To develop a five-year Comprehensive Strategic Action Plan, which shall define the implementation of the National Social Protection Policy, with short, medium to long-term actions to be executed incrementally and in-line with the country's priorities and evolving capacity and resources.

3. SCOPE OF SERVICES

3.1 Hold an Inception Meeting with the Client to review the Terms of Reference and ensure that the Consultant and the Client are aligned on the desired outputs and outcomes, roles, and responsibilities of each party.

3.2. Perform a thorough desk review and analysis of the following:

- Findings and data of the enhanced country poverty assessment (eCPA) of 2018, inclusive of those from the Institutional Assessment (IA) and Participatory Poverty Assessment (PPA) sections, and data from other relevant national household surveys, institutional indicators, to gain an understanding of the dimensions of poverty in SVG.
- Existing national policies and strategic plans to determine the policy context.
- Legislation and international protocols to which the GoSVG has committed.
- Existing social protection programmes and related interventions.
- All key documentation related to the formulation and implementation of the HDSD Project.

Key documentation for purposes of this assignment is shown at appendix 1.

3.3. Based on the above desk review and analysis the consultant will:

- Define main social and human capital gaps and challenges of the population, specially of the poor.
- Conduct a mapping of existing social protection programmes within the MoNM and interventions that includes for each programme: target population, benefits, regulatory framework, targeting mechanism, coverage, budget, indicators and, if there are any evaluations (Impact or processes).
- Identify problems of design, operation and/or gaps in coverage of existing social protection programs and interventions, to tackle the main challenges identified and to meet the varied needs of the population more effectively, specially of the poor.
- Identify if any, needs of greater consistency and complementarity of the efforts.
- Undertake a stakeholder mapping (government, civil society, private sector) of key institutions and organisations, as agreed with the Client, involved in delivering social protection programmes.

3.4 Conduct and facilitate a series of consultative meetings and/or workshops with key ministries and stakeholders to present preliminary results and build consensus on the main policy areas to be identified. The meetings should also be used to categorise strategic goals and objectives, and to present the latest international models of 'good practices' regarding Social Protection Policies and accompanying Strategic Plans.

3.5 Conduct a series of focus group sessions, with communities and beneficiaries to gather updated information on the socio-economic status of various communities and perceptions of the effectiveness of local social protection programmes, including those of social assistance, previously collected and accessed by the PPA.

3.6 Develop the draft National Social Protection Policy. The policy should include, at minimum, sections on (i) legal or policy frameworks which should govern or inform the social protection policy; (ii) guiding principles (iii) policy priority areas and strategic goals; (iv) institutional arrangements to ensure proper coordination; (v) full range of policy measures under consideration, specifically non-contributory programmes; (vi) financing and fiscal sustainability; and (vii) M&E considerations.

3.7 Paralleling activity (3.6), the consultant shall develop a draft five-year Strategic Action Plan for the implementation of an effective Social Protection System. The Strategic Action Plan should include:

- Short and medium to long-term actions. These actions shall include if needed, the proposals of reforms to legislation and to the conceptual design and/or operation of programmes and interventions to improve efficiency, efficacy, transparency and/or coverage of the poor.
- The assessment of the financial resources necessary to implement these actions. Activity to be done in collaboration with the MoFEP.
- An integrated Monitoring and Evaluation (M&E) framework to guide the assessment of the National Social Protection Policy and Action Plan, as well as of social protection programmes' results and delivery. The M&E should include indicators, targets and procedures as well as indicate the ministries/agencies responsible.

3.8 Present draft Policy and Strategic Action Plan to key government institutions and stakeholders, as agreed with the Client, for ratification prior to finalisation of documentation.

3.9 Conduct and facilitate a series of validation consultations/workshops with relevant ministries and agencies and other key stakeholders who have contributed to the development of the policy and strategic plan for final approval.

3.10 Submit and present finalised Social Protection Policy and accompanying Strategic Action Plan to the Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology, MoNM and other key Ministries and agencies, and stakeholders, for approval by the Cabinet.

4. DELIVERABLES

	Deliverables	Timeframe for submission
4.1	<p>Following an Inception Meeting with the Client, submit an Inception Report for approval which should include:</p> <ul style="list-style-type: none"> i. A detailed Work Plan for the execution of all activities and timelines for the completion of the consultancy. The Work Plan should be guided by the template provided by the client. ii. A description of the methods by which data and information will be collected and analysed. iii. A risk matrix for the assignment and recommended strategies to mitigate risk. iv. A listing of resources including reports and stakeholder meetings required for the execution of the assignment. v. A participatory research strategy for stakeholder engagement, which should include methods to involve typically less represented, marginalised/excluded groups and ensuring that the consultative efforts commence from the beginning of this reform activity and is continuous through to project completion. 	Ten (12) working days after contract signature
4.2	<p>Short Report on the following research activities:</p> <ul style="list-style-type: none"> i. Desk reviews conducted. ii. Situation analysis of the MNOMs operations to date iii. Analysis of all MoNM social protection initiatives. iv. Consultations held with stakeholders on the main policy areas to be identified, strategic goals and objectives for the policy's development, and the latest 'best practices' regarding Social Protection Policies and accompanying Strategic Plans. v. Preliminary feedback from focus groups with communities (this will be guided by the extent to which the COVID 19 environment makes this possible) 	Month 2 to 4 of consultancy
4.3	Present a power point with the findings from research conducted at 4.2, and an initial general framework of the National Social	

	Protection Policy and Strategic Plan based on those findings, to key stakeholders for review and comment.	
4.4	Submission of First Draft of National Social Protection Policy and outline of Strategic Action Plan. The draft Policy and Strategic Plan should be presented at a meeting(s) convened by the client, for further comment and requested revisions.	Month 5 to 6 of consultancy
4.5	Submission of a Second Draft of National Social Protection Policy and Draft of comprehensive Strategic Action Plan. The documents should address any concerns and include any changes requested by the client and key stakeholders. The revisions in the final documents should also be presented via power-point at a meeting(s) convened by the client.	Month 7 to 8 of consultancy
4.6	Facilitation of a two-day national consultation/workshop to present the revised Draft Social Protection Policy and Strategic Action Plan to key stakeholders.	Month 9 of Consultancy
4.7	Submission of Final National Social Protection Policy which shall incorporate Cabinet's comments -if they are provided - to the satisfaction of the GoSVG.	Month 10 to 11 of Consultancy (Depending on Cabinet Approval)
4.8	Submission of Strategic Action Plan for the implementation of the Final National Social Protection Policy.	Month 13 of Consultancy (Depending on Cabinet Approval)

5. CHARACTERISTICS OF THE CONSULTANT

Type of Consultancy:	Individual Consultant
Procurement Method:	Individual Consultant Selection
Length and Duration:	Thirteen (13) months between March 2021 and April 2022
Place of work:	St. Vincent and the Grenadines

<p>Qualifications and experience:</p>	<p>The Consultant should have the following qualifications and experience:</p> <ul style="list-style-type: none">• A Master’s Degree in Social Development, Public Policy, or a related field.• At least ten (10) years’ experience in designing and developing public policies• At least seven (7) years’ experience in designing and/or participating in the development social protection policies and related strategic planning documents.• Experience in executing at least two (2) similar assignments within the last seven (7) years. The Consultant must have been the team lead in at least one (1) similar assignment and a key team member in at least two (2) similar assignments within the Caribbean.• Accumulated working knowledge of child protection; education and early childhood development; social justice; disability inclusion; and/or gender inclusion, in the context of social protection programmes, over a span of ten (10) years. Experience within the Caribbean context is preferred.• Experience in conducting participatory research methodologies, including the facilitation of Focus Group Discussions.• Excellent analytical and writing skills, demonstrated by proven records of publications and reports in keeping with the requirements of this Terms of Reference. (As part of the technical evaluation, applicants are required to provide at least two (2) recent pieces of work).
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	<ul style="list-style-type: none"> • Sound experience in developing monitoring and evaluation frameworks and implementation action plans. • Demonstrated experience in working with multiple development and government partners and other stakeholders in public sector development programmes especially in the area of policy development. • Experience in the facilitation of stakeholder and community engagements and workshops.
<p>Assets:</p>	<ul style="list-style-type: none"> • Excellent interpersonal, communication and advocacy skills to engage in effective consultation at all levels and target audiences. • Be proficient in policy development processes and have the ability to provide timely and accurate advice on policy and procedural issues. • Must be have excellent planning, coordination, time management and organisational skills. • Ability to work well under pressure with minimum supervision. • Fluency in written and oral English (read, write, speak) is required.

6. INPUTS BY THE CLIENT

The MoNM will provide the consultant with all relevant documentation and resources, within the first ten (10) days after the initiation of the contract to facilitate the execution and completion of the consultancy. The MoNM will facilitate access to relevant members of staff and management as well as key stakeholders.

7. REPORTING RELATIONSHIPS

7.1 The consultant will be supervised the Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology (MoFEP) or his named designate.

7.2 Approval of the content of each deliverable will be made by designated officers of the MoNM, the Project Coordinator of the HDSD Project, and designated officers of the MoFEP.

8. COMPENSATION

8.1 The consultant shall make his/her own arrangements to meet any statutory obligations arising from the agreement.

8.2 The Consultant will be paid commensurate with the services provided. Payments shall be broken down as follows:

Deliverable	Payment Schedule
Submission and Approval of Deliverable 4.1	15%
Submission and Approval of Deliverable 4.2 and 4.3	15%
Submission and Approval of Deliverable 4.4	15%
Submission and Approval of Deliverable 4.5	10%
Submission and Approval of Deliverable 4.6	15%
Submission and Approval of Deliverable 4.7	15%
Submission and Approval of Deliverable 4.8	15%

8.2 Payments are made on receipt and acceptance of deliverables as outlined within these terms of reference.

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.

Appendix 1:

Key documents for review will include but not be limited to the following:

- National Economic and Social Development Plan 2013 -2025
- Research papers prepared in support of the HDSD Project

- Related research papers including but not limited to the following:
 - UNICEF/Blank, Lorraine (2005) Situation Assessment of Children and Women in Antigua and Barbuda, Barbados, the British Virgin Islands, Dominica, Grenada, Montserrat, St. Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines and the Turks and Caicos Islands
 - UNICEF (2006): A study of Child Vulnerability in Barbados, St. Lucia and St. Vincent and the Grenadines: UNICEF: Barbados
 - UNICEF/Blank, Lorraine (2008) Children and Families in Transition: Young Parents and Caretakers in the Eastern Caribbean
 - Caribbean Development Bank (CDB) (2015) Country Gender Assessment: St. Vincent and the Grenadines
 - UNICEF (2017) Situation Analysis of Children in Saint Vincent and the Grenadines
- Findings and Data from the enhanced country poverty assessment (eCPA) 2018
- St. Vincent and the Grenadines' Report on the Implementation of the UN Convention on the Rights of the Child,
- The UN Convention on the Rights of Persons with Disability,
- St. Vincent and the Grenadines' Report on the UN Convention on Rights of Older People
- Child Care and Adoption Act of 2011; Proclaimed 2015
- Status of Children Act of 2010
- Domestic Violence Act of 2015
- National Action Plan to End Gender-based Violence
- 2030 Agenda and Sustainable Development Goals
- Overview of Human Rights in SVG – Ministry of Foreign Affairs
- Draft National Strategic Health Plan
- Disaster Risk Management Plan (DRM)
- National Strategic Education Plan
- List of programs to be considered for analysis
- Public Assistance Program National Act
- List of focal points within the participating government institutions