

GOVERNMENT OF ST. VINCENT AND THE GRENADINES
HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT
TERMS OF REFERENCE
SVG-HDSD-CS-INDV-15A
SOCIAL ASSISTANCE OFFICER

1. INTRODUCTION

1.1 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 Finance, Economic Planning and Information Technology (MoFEP). The other participating ministries are the Ministry of Education, National Reconciliation and Ecclesiastical Affairs (MoE), and the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth (MoNM).

1.2 The Human Development Service Delivery (HDSD) Project 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.

1.3 The social protection service delivery systems is the subject of this consultancy. Nationally, the MoNM 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 HDSD Project, the MoNM, will be responsible for the implementation of activities under Component 2 that are designed to (i) improve social protection (SP) service delivery instruments; (ii) strengthen human resource capacity for provision of SP 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.

1.4 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.

1.5 The project operations manual (POM) identifies the Director of Social Development as the project Focal Point. The Focal Point is responsible for the overall management of the HSDSD Project activities to be implemented by the ministry MoNM. In efforts to support the Focal Point in executing the programme of activities, the GOSVG will engage the services of a Social Assistance Officer. to be based at the MoNM.

2. OBJECTIVE

2.1 The objective of the assignment is to provide support to the MoNM's Focal Point for the HSDSD Project and to the Permanent Secretary MoNM, who provides policy oversight and administrative support to the project. Specifically, the Social Assistance Officer shall provide support to the MoNM in the effective/successful implementation of all activities under Component 2 of the HSDSD Project.

3. 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 (TOR). The main duties are as follows:

3.1 Assist the MoNM's Focal Point in coordinating, planning, implementation and monitoring of relevant project activities.

3.2 Provide support to the MoNM, through the Permanent Secretary, on providing inputs into TORs for consultancies or drafting such, the evaluation of consultancies, and the review of reports submitted by consultants.

3.3 Coordinate and monitor the work of activities under component 2 and prepare status reports.

3.4 Coordinate and process all capacity-building activities under component 2 of the Project

3.5 Manage all project related logistics and the hosting of workshops and meetings or general interface between project consultants and stakeholders in collaboration with the HSDSD Project's Public Engagement Consultant.

3.6 Perform any other duties that may be assigned to ensure the success of the project.

3.7 Ensure that project outputs are achieved as identified in the Project Appraisal Document (PAD) and as advised and instructed by the MoNM's Focal Point.

3.8 Ensure operational management of the project activities that is consistent with the project document(s), policies and procedures.

4. TASKS

4.1 Provide relevant support to the MoNM's Focal Point to manage consultants relevant to the implementation of activities for component 2 of the HSDSD Project.

4.2 Create and amend Work Plans of the project activities implemented by MoNM and in accordance to output delivery.

- 4.3 Draft TORs for experts to be approved by the Permanent Secretary and the MoNM's Focal Point and assist with procurement of consultant services in accordance with approved TORs.
- 4.4 Prepare specifications for goods to be procured under component 2 of the project if required.
- 4.5 Coordinate the procurement and project activities within the MoNM for component 2 in collaboration with the PSIPMU.
- 4.6 Monitor tasks and deadlines as presented in respective Inception Reports (IRs) submitted by consultants and oversee their performance, to ensure that deliverables are in line with the approved IRs and terms of contract.
- 4.7 Prepare monthly Progress Reports on the implementation of Component 2 for submission to the HDSO Project Coordinator. The reports must be reviewed by the Focal Point in the MoNM and approved by the Permanent Secretary in the MoNM prior to submission to the HDSO Project Coordinator.
- 4.8 Prepare and submit all other necessary reports as required under the Project.
- 4.9 Organize and undertake consultations with experts.
- 4.10 Assist in the coordination and execution of meetings and missions required under component 2 of the HDSO Project.
- 4.11 Participate in scheduled Technical Working Group meetings.
- 4.12 Prepare and maintain meeting minutes for Technical Working Groups and any other meetings as required.
- 4.13 Collaborate with the Project Officer tasked with the implementation of the Social Assistance Management Information System (SAMIS) to ensure effective management of its implementation.
- 4.14 Organize and coordinate evaluation of project activities during and/or upon completion as required.

5. DELIVERABLES

- 5.1 Monthly Progress Reports on implementation of Component 2 of the HDSO Project including:
 - i. status of on-going contracts;
 - ii. progress towards the achievement of related results indicators;
 - iii. new action items and the status of previous action items;
 - iv. issues and constraints; and
 - v. recommendations to resolve bottlenecks.
- 5.2 A comprehensive implementation plan for the Social Protection Component (updated quarterly-report) detailing activities, timelines and budgets and accepted by the MoNM's Focal Point and approved by the Permanent Secretary.

6. DURATION

- 6.1 The consultant will be contracted for a period of one (1) year, and will be subject to a three (3) month probationary period.

7. MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Social Protection/ Project Management/Social Development/Social Policy or another relevant field.
- At least five (5) years' experiences in project management in a social development and/or protection.
- Demonstrated experience in managing and or providing active support Ministries/Projects in a similar capacity.
- Sound understanding of St. Vincent and the Grenadines' government structure and experience with public service project management.
- Excellent communication and organization skills.
- Full computer literacy and experience in working with PC-based equipment.
- Familiarity with implementing projects for the World Bank or other international development partners would be an asset.

8. REPORTING

8.1 The Social Assistance Officer will report to the Permanent Secretary of MoNM who is the senior accountable officer of the MoNM.

8.2 All reports will be submitted to and accepted by the MoNM's Focal Point for initial review prior to submission to the Permanent Secretary MoNM for approval.

8.3 All reports must be approved by the Permanent Secretary MoNM.

9. COMPENSATION

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

9.2 The Consultant shall be paid a monthly fee. Remuneration will be paid based on completed deliverables and work executed as evidenced within the monthly progress reports submitted by the consultant. Remuneration will also be based on approval of deliverables by the Permanent Secretary and the Director of Economic Planning.

9.3 Progress reports must first be accepted by the MoNM's Focal Point and internally approved by the Permanent Secretary or her designate, prior to submission to the office of the Director of the Economic Planning Division for final approval and the payment of invoices.

10. CONFIDENTIALITY

10.1 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.