

ST. VINCENT AND THE GRENADINES
HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

Terms of Reference

PROJECT ASSISTANT

SVG-HDSD-CS-INDV-81

1. INTRODUCTION

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

1.2 The project is implemented by the Ministry of Finance, Economic Planning, and Information Technology (MoFEP). The other participating ministries are the Ministry of Education and National Reconciliation (MoE); and the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Youth, Housing and Informal Human Settlement (MoNM); and the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MoA). The MoA houses the Department of Labour mandated to ensure an adequate supply of trained manpower in all branches of economic activity in St. Vincent and the Grenadines, to disseminate accurate and timely labour market information, and inform and maintain labour legislation. The MoNM is responsible for administering the social protection initiatives of the GoSVG.

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 Component four of the project makes provision for the resources required for the effective implementation and management of the project. In light of the foregoing, the MoFEP is seeking to contract a consultant who will support the implementation and management of all project activities and assist in the preparation, timely execution, and oversight of program deliverables.

2. OBJECTIVE OF THE CONSULTANCY

The main objective of this consultancy is to provide administrative assistance in general project implementation, management, monitoring and day-to-day communication with key project stakeholders.

3. ACTIVITIES

The Project Officer will, support the HDSD Project to meet the intended short, medium, and long term aims of the project. Hence the Project Assistant will be expected to undertake the following activities:

3.1 Undertaking administrative duties such as preparing and ensuring receipt and issuance of correspondences for internal and external stakeholders; maintain an efficient filing system; prepare monthly and other periodic reports; draft responses to correspondence as directed; prepare letters, memoranda, agendas, etc.

3.2 Read and assess correspondences including reports, templates, training material, staff manuals, memoranda, and documents as needed, to determine and record follow-up actions to activities.

3.3 Supporting the development of documents including presentations, reports, contracts etc. in PowerPoint, Word, Excel, and other written documentation/communication.

3.4 Assisting in the coordination of project meetings and activities under various project components.

3.5 Attending all meetings (internal and external) as required by the Project Coordinator and take minutes of the meetings' proceedings.

3.6 Providing administrative support as required to consultants and contractors undertaking assignments related to the respective Component.

3.7 Providing communication support to the relevant project staff and focal points on time to ensure timely supports for project activities.

3.8 Managing calendars and arrange appointments for members of the Project Component as required.

3.9 Assisting the Project Coordinator in the conducting and/or coordinate data analysis and research in keeping with the project's objectives.

3.10 Assisting project staff and focal points in the development of monitoring checklists and their implementation.

3.11 Assisting in the preparation of project status and monitoring reports as required by the Project Coordinator.

3.12 Making field visits to project sites as required and report on the outcome of said visits.

3.13 Performing any other administrative and research duties as may be assigned by the Project Coordinator.

4. DELIVERABLES

4.1 Submission of Monthly Progress Reports which should highlight the progress of project activities.

5. CHARACTERISTICS OF THE CONSULTANT

Type of Consultancy:	Individual Consultant
Procurement Method:	Individual Consultant Selection
Length and Duration:	Eight (8) months between November 2021 to June 2022
Place of work:	St. Vincent and the Grenadines
Qualifications and experience:	<p>The Consultant should have the following qualifications and experience:</p> <ul style="list-style-type: none">• A minimum of five (5) CSEC passes inclusive of mathematics and English.• Two (2) years accumulated working experience providing relevant administrative, monitoring, and management support similar to that described within this Terms of Reference. <i>Previous experience working in a project environment would be seen as an advantage.</i>• Experience in database management and record keeping.• Working knowledge of the geography of Saint Vincent and the Grenadines

Assets:	<ul style="list-style-type: none"> • Good interpersonal skills including good coordination and effective working relations with stakeholders and government. • Excellent communication, planning, and time management skills. • Ability to work under pressure and meet tight deadlines. • Proficiency in Microsoft Applications including Microsoft Word and Excel. • Excellent ability to communicate clearly, accurately and concisely, both verbally and in writing.
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6. WORKING ARRANGEMENTS

6.1 The consultant will work closely with the Project Coordinator of the HDSD and the Project Implementation Team.

6.2 The Consultant will report to the Project Coordinator who will approve the deliverables under this consultancy.

7. COMPENSATION

7.1 The consultant will be paid at a fixed monthly rate commensurate with the services provided. Payments shall be made based on submitted invoices and on the approval of monthly reports.

8. CONFIDENTIALITY

8.1 The consultant shall maintain full confidentiality of all documentation and discretion in the dissemination of results. The consultant may not utilise the information for presentations or studies related to this consultancy without prior approval.

8.2 All materials and deliverables produced under this consultancy shall remain the sole property of the Ministry of Finance etc.