

**SAINT VINCENT AND THE GRENADINES**  
**HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT**  
**Terms of Reference for Consultancy Services**  
**(Individual Consultant)**  
**for the**  
**PROJECT OFFICER FOR THE YOUTH AND ADULTS TRAINING FOR**  
**EMPLOYMENT (YATE) PROGRAMME**  
**SVG-HDSD-CS-INDV-57A**

**INTRODUCTION**

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. The project is implemented by the Ministry of Finance, Economic Planning and Information Technology (MoFEP). 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).

The 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.

The Ministry of Education (MoE) is responsible for the overall management of the education system in St. Vincent and the Grenadines and is supported with sustained investment in education and training. During the period of the 2002 – 2007 over US 100 million dollars was invested in the education sector resulting in significant transformation. In fact, considerable improvement in the quality of early childhood education; basic education and tertiary education was recognised. However, notwithstanding the improvement in basic education there is need for more investment and improvement in the technical vocational education and training (TVET) sector.

This consultancy will support the implementation of the TVET activities under Component 3 of the Project, with specific emphasis on improving skills training of poor and vulnerable population. The Project will also support the National Qualifications Department (NQD) within the Ministry of Education etc., in strengthening the certification framework by financing technical assistance

and training to fill remaining gaps in service delivery. Overall, the TVET sub-component will help to improve (a) employment outcomes and skills of target beneficiaries, and (b) the relevance of technical and vocational education and training.

Specifically, under Component 3, resources have been provided to:

- a. **Expand Access to Training for Poor and Vulnerable Youths and Adults.** The purpose of this activity is to provide relevant workforce training to poor and unemployed persons, in need of training, through the Youth and Adults Training for Employment (YATE) Programme, all identified and selected in accordance with the criteria set forth in the Project Operations Manual (POM). More specifically, the YATE Programme is designed to assist poor and unemployed youth and adults between the ages 17 to 45 to develop the basic competencies needed to obtain employment and/or to pursue further employment-related training. Following an orientation session and forty (40) hours of training in Career and Financial Literacy Coaching, trainees participate in a short-term evening training programme in selected TVET occupational areas. Trainees will receive a minimum of 192 hours of technical skills training per cohort at private or public technical educational institutions.
- b. **Strengthen Capacity to Support the Certification Framework.** The purpose of this activity is to enhance the institutional capacity for improving the relevance of in-service training. This will be achieved by establishing the key building blocks of a national qualifications system that is well aligned with labor market demands. This activity will include training for approximately 100 master assessors, assessors and verifiers to support delivery of CVQs as well as skills upgrades for 40 TVET instructors.
- c. **Improving the Learning Environment and TVET delivery in selected secondary schools.** This activity will improve the delivery of TVET instruction in twelve secondary schools and support improvements to meet standards required for the CVQ Level I certification through the procurement of tools, equipment, including computers and relevant software.

The MoE, through the National Qualifications Department (NQD), is the implementing agency for Component 3, subcomponent 3.1. The Director of the NQD is the Focal Point for the TVET component of the project.

Accordingly, the GOSVG is seeking to recruit a full-time Project Officer to support the NQD and the HDSD Project Coordinator in effectively coordinating and managing the implementation of the activities executed under the YATE Programme.

## **OBJECTIVE**

The objective of the assignment is to support the HDSD Project Coordinator and the NQD in the execution, coordination and management of the YATE Programme.

## **SCOPE OF SERVICES**

The scope of services is understood to cover all the activities necessary to accomplish the stated objectives of the YATE Programme, whether or not a specific activity is cited in these terms of reference. The main duties are as follows:

- (a) Serve as a key interlocutor between the NQD and the Technical Institutes, in the implementation of component activities for YATE.
- (b) Coordinate the training programme for unemployed/at-risk/out-of-school youth and adults. This would include but not limited to:
  - monitoring the work of the Administrative Assistants;
  - overseeing the successful delivery and completion of technical training by public and private training institutions;
  - verifying reports prepared by Instructors and Administrative Assistants;
  - scheduling and ensuring the work of internal and external verifiers and;
  - working with the Procurement Officer, HDSD Project, to manage the supply and delivery of goods and services needed for programme execution.
- (c) Prepare and submit monthly progress reports and any other reports that may be required by the NQD and the Project Coordinator for the effective management and implementation of the YATE Programme.
- (d) Prepare and submit workplans for the implementation of each training round, to ensure that all necessary arrangements are in place to support smooth implementation of programme activities.
- (e) Develop/maintain a robust database to ensure effective monitoring and on time reporting of key Project indicators<sup>1</sup>.
- (f) Provide support to the consulting team contracted by the HDSD Project to conduct a tracer study of YATE participants.

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<sup>1</sup> Indicators include (i) share of enrolled trainees who complete the training, (ii) share of enrolled trainees certified in at least three CVQ units, (iii) share of graduated trainees employed 12 months following training completion, (iv) share of graduated trainees in further training 12 months following training completion (v)share of enrolled trainees who are social assistance beneficiaries, (v) share of women enrolled/graduated.

- (g) Ensure the timely submission of monthly and end-of-training reports from trainers providing technical training.
- (h) Review monthly and end-of-training reports from trainers providing technical training for completeness prior to submission for final approval and processing of payment.
- (i) Review attendance records of trainees with Administrative Assistants and submit for processing.
- (j) Assist in facilitating the timely processing of payment of stipends.
- (k) Support and oversee the work of the YATE Field Officer contracted to assist in maintaining systems of national project operations and maintaining working relationships with project stakeholders and beneficiaries throughout programme execution.
- (l) Communicate any grievances reported by the YATE Field Officer, as well as any other grievances reported by participants and trainers, to the NQD and the HDSD Project Coordinator and guarantee their inclusion in progress reports. Grievances may include any irregularities in procurement, training delivery, hiring or selection practices.
- (m) Monitor and manage the inventory of resources and assets procured for the YATE Programme.
- (n) Plan and execute special events for the YATE Programme including but not limited to; orientation sessions, graduation exercises, and field trips.
- (o) Perform at least one (1) site visit to each active training site to monitor participants, assess the quality of training, report any issues during training delivery where necessary.
- (p) Perform any other duties that may be assigned to ensure the success of the project.

## **DELIVERABLES**

- i. Monthly progress reports, to be submitted within ten (10) work days after the end of each month, on the YATE activities under the project. The monthly report should detail:
  - a. levels of completion and status of activities conducted within the reporting period;
  - b. status of any related ongoing activities related to contracts;
  - c. outcome of site visit(s) to each active training site;
  - d. progress towards the achievement of related results indicators as stated in the PAD and TVET Programme Manual; and
  - e. action items for the next reporting period.

The report should follow the reporting format provided by the Project.

- ii. A comprehensive implementation plan for YATE (updated semi-annually) detailing activities, timelines and budgets.
- iii. Annual Work Plans.
- iv. Bi-weekly attendance reports of Trainees during training periods.
- v. End of cycle report on for each cohort of the YATE Programme to include analysis of retention levels, results of academic achievement, challenges, recommendations and lessons learnt.

## **REPORTING RELATIONSHIPS**

- a. The YATE Project Officer will report to the Director of the Economic Planning Division through his designate the HSDS Project Coordinator.
- b. The YATE Project Officer will be required to work closely with the NQD and provide the necessary updates and feedback in reporting.
- c. The YATE Project Officer is expected to be based within the offices of the NQD.

## **PAYMENTS**

- Payments are made on receipt and acceptance of monthly progress reports and relevant invoices.
- Reports and relevant invoices shall be received and reviewed by the Director, NQD or his designate, and forwarded to the HSDS Project Coordinator for approval.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

The YATE Project Officer should possess:

- a. At minimum an Associate Degree in Business Administration, General Studies or any other related discipline.
- b. Additional qualification and training in Project Management or any other relevant field would be an advantage
- c. At least two (2) years' experience in directly managing/leading projects with multiple stakeholders or at least three (3) years' experience in supporting project implementation with multiple stakeholders. Community based programmes targeting youths and other vulnerable populations are also considered as projects with multiple stakeholders.

In addition

- a. Proven experience and knowledge of the social economic issues of vulnerable populations in St. Vincent and the Grenadines

- b. Demonstrated Computer literacy – excel, word, power point and experience in working with PC-based equipment.
- c. Experience in report writing.

Assets

- a. Familiarity with St Vincent’s public sector regulations and structure.
- b. Strong leadership skills and convening power.
- c. Excellent communication and organizational skills.
- d. Experience in TVET, mainstreaming gender issues in development projects, and/or youth risk is an asset.

**DURATION**

It is expected that the consultancy will last a period of six (6) months in the first instance. With a start date of January 3, 2022.