

**Saint Vincent and the Grenadines
VOLCANIC ERUPTION EMERGENCY PROJECT**

**Request For Expressions of Interest
Consulting Services – Individual Consultant**

**Assignment Title:
Monitoring and Evaluation Specialist**

SVG-VEEP-CS-INDV-18

The Government of Saint Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank) and the European Commission towards the Volcanic Eruption Emergency Project (VEEP). The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the aftermath of the La Soufriere volcano eruption. The VEEP comprises three components that seek to achieve the development objectives. To facilitate the proper execution of the Project, the Government of Saint Vincent and the Grenadines is recruiting a Monitoring and Evaluation Specialist to assist the Project Implementation Unit (PIU) in the monitoring of the performance of the VEEP, to ensure that the project development objectives are fulfilled.

The Monitoring and Evaluation Specialist will work under the guidance of the Director of Economic Planning but will report to the Project Coordinator in the execution of his/her tasks. He/she will liaise with the project stakeholders and staff of the VEEP PIU to coordinate the monitoring and evaluation activities of the VEEP Project. The detailed Terms of Reference (ToR) for the assignment can be found below.

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Consultants to indicate their interest in providing the Services. Required qualifications and experience include, inter alia, the following:

- A Bachelor's degree or higher in social science preferably in Development Planning, Economics or Management
- Demonstrated experience in programme implementation, monitoring, and evaluation techniques and practices.
- Ability to perform analysis of quantitative and qualitative data.

The attention of interested Consultants is drawn to Section III. Governance, paragraphs 3.14 - 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, revised November 2017, July 2018, and November 2020 setting forth the World Bank's policy on conflict of interest. A Consultant will be selected in accordance with the Individual Consultant (IC) Selection method set out in the Procurement Regulations. Further information can be obtained at the address below during the hours 8:00 a.m. to 4:00 p.m.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **May 26, 2023**. The desired commencement date is **July 03, 2023**.

Recardo Frederick

Director of Economic Planning

Economic Planning Division

Ministry of Finance, Economic Planning and Information Technology

First Floor, Administrative Building

Bay Street

Kingstown

Saint Vincent and the Grenadines

E-mail: cenplan@svgcpd.com, rjohn@svgcpd.com, mglynn@svgcpd.com, ssamuel@svgcpd.com, nstewart@svgcpd.com, and ctoby@svgcpd.com

**SAINT VINCENT AND THE GRENADINES
Volcanic Eruption Emergency Project**

**Terms of Reference
MONITORING and EVALUATION SPECIALIST
SVG-VEEP-CS-INDV-18**

1. BACKGROUND INFORMATION

The Government of Saint Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank) and the European Union funded Caribbean Regional Resilience Building Facility Single-Donor Trust Fund, for the Volcanic Eruption Emergency Project (VEEP). The VEEP was approved on November 30, 2021 and became effective on December 10, 2021. The objectives of the VEEP are to support Saint Vincent and the Grenadines in providing short-term income support, improve the capacity of the government to prepare for and respond to emergencies and build back better critical services in the wake of the La Soufriere volcano eruption. See Annex 1 for further description of the project.

2. OBJECTIVE

The Economic Planning Division will require the services of a Monitoring and Evaluation (M&E) Specialist to assist in the monitoring of the performance of the VEEP to ensure that the project development objectives are fulfilled. The consultant will also report on the monitoring and evaluation indicators and provide capacity-building exercises in data analysis to improve monitoring and reporting of the different line ministries under the project. Furthermore, the consultant will be responsible for ensuring that all reporting is conducted according to the standards of the World Bank using the prescribed Results Framework.

3. DURATION

It is expected that the consultancy will be retained for the duration of the project. Specifically, the consultant's performance and remuneration will be based on deliverables.

4. DETAILED SCOPE OF WORK

The Officer will work under the guidance of the Director of Economic Planning but will report to the Project Coordinator in the execution of his/her tasks. He/she will liaise with the project stakeholders and staff of the VEEP PIU to coordinate the monitoring and evaluation activities of the VEEP Project. The scope of works to be performed includes, but is not limited to, the following:

- Support project progress reporting, project mid-term review, and final evaluation.
- Prepare reports on the monitoring and evaluation indicators.
- Work along with consultants and other stakeholders to compile information needed to prepare the required reports.

- Provide updates to the Results Monitoring Framework as specified in the M&E Framework.
- Collect, consolidate and report on project performance data, including physical and financial progress.
- Ensure surveys are being conducted as specified in the M&E Framework and report on the findings of the surveys.
- Facilitate M&E-related training (of PIU staff and key stakeholders) including data analysis, capacity-building to improve monitoring and reporting.
- Review and discuss assessment, evaluation, or monitoring results with the PSIPMU and World Bank when required.
- Prepare the draft Mid-Term Review Report and Project Implementation Completion Reports (ICR) at the end of the project life.

5. QUALIFICATIONS AND EXPERIENCE

Minimum Qualifications

- Bachelor's degree or higher in social science preferably in Development Planning, Economics or Management.

Experience

- Minimum of five (5) years of experience at the national or regional level in monitoring and evaluation including hands-on experience in design of survey instruments and evaluation tools and results-based management.
- Experience in the usage of computers and Microsoft Office Suites including all the application packages, in handling web-based management systems and knowledge in the use of statistical software applications.
- Experience working within development agencies such as United Nations, World Bank and Caribbean Development Bank, preferably in a government system.

Competencies

- Demonstrated experience in programme implementation, monitoring, and evaluation techniques and practices.
- Excellent analytical skills in drafting monitoring reports.
- Ability to perform analysis of quantitative and qualitative data.

- Excellent written, oral, and interpersonal skills.
- Strong coordination skills.
- Good knowledge and experience regarding gender mainstreaming.

6. DELIVERABLES

The Consultant would be required to deliver the following:

- Initial Inception Report and Workplan detailing how the consultant proposes to perform the assignment tasks and submit required deliverables.
- Annual reports with updated progress values on all indicators in the Results Framework.
- Annual perception surveys as specified in the Result Monitoring Framework.
- Mid-term review report that should be completed on or about twenty-four (24) months after the project effective date.
- Final Report on M&E related targets, outcomes, and execution of the project shall be submitted no later than six months after the project closing date.
- Training Needs Assessment and Training Plan.
- Conduct at least two (2) M&E trainings.

7. REPORTING REQUIREMENTS

The M&E Specialist will work under the overall management of the Director of Economic Planning but will report to the VEEP Projector Coordinator.

ANNEX 1 – PROJECT DESCRIPTION

The VEEP has three components through which the Project Development Objective will be achieved:

Component 1: Early recovery income support (US\$7.5 million):

- Subcomponent 1.1:* Temporary cash transfers and social support services program (US\$4.3 million);
- Subcomponent 1.2:* Labour intensive temporary employment (LITE) program (US\$3 million);
- Subcomponent 1.3:* Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.2 million);

Component 2: Restoration and “Build Back Better” of critical services, and strengthening of emergency preparedness and response capacity (US\$31.0 million);

- Subcomponent 2.1:* Support to reconstruction planning that incorporates climate change considerations;
- Subcomponent 2.2:* The restoration and reconstruction of critical infrastructure services;
- Subcomponent 2.3:* Strengthening of emergency preparation and response.

Component 3: Project Management (US\$ 3.5 million)

Component 1 – Early Recovery Income Support

Early recovery income support (US\$7.5 million)

The objective of this component will be to provide temporary cash transfers to selected poor and vulnerable populations affected by the volcanic eruptions of La Soufriere and other climate-related events. The activities under Component 1 are embedded within the Government’s broader social protection strategy, which focuses on shock-responsive social assistance. This component comprises three subcomponents:

- 1.1: Temporary cash transfers and social support services program
- 1.2: Labour-intensive temporary employment program (LITE)
- 1.3 Strengthening of institutional capacity to administer and monitor the income support programs.

Sub-component 1.1 – Temporary Cash Transfers and Social Support Services Program

Temporary cash transfers and social support services program (US\$4.3 million).

The objective of this subcomponent is to support the continuation, expansion, and strengthening of the ongoing temporary cash transfers and complimentary social support services. This sub-component will

finance goods (material and equipment) and consulting services (life skills facilitators) required for delivery of the family education program which will provide follow-up psycho-social support to beneficiaries.

Sub-component 1.2 – Labour-Intensive Temporary Employment (LITE)

LITE Program (US\$3 million)

The subcomponent will support, on an as-needed basis, the implementation of a LITE Program to provide income support and short-term employment to mitigate economic impacts after the occurrence of climate-related disasters (including risks associated with heavy rains mobilizing ashfall and volcanic debris. It will also support the longer-term resilient recovery of community infrastructure.

The LITE Program will build on the existing experience of the Roads, Buildings, and General Services Authority (BRAGSA) in implementing the Road Clean-Up Program, which is a cash for work seasonal program aimed at basic public infrastructure maintenance and the creation of short-term employment benefiting unemployed working-age people.

The program will be facilitated by direct payments to BRAGSA which will target unemployed individuals over 18 years of age from the target communities. Thus, the only procurement under this subcomponent is for goods (tools and safety gear for workers/beneficiaries) of the LITE Program and consultant services to improve BRAGSA’s capacity to plan, prepare and supervise the execution of the subprojects for the LITE Program.

Sub-component 1.3 – Institutional Strengthening - MoNM

Subcomponent 1.3. Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.5 million). This subcomponent will aim to strengthen the capacity of the MoNM to administer and monitor the existing income support programs and will include (i) a payment mechanism to deliver cash transfers to beneficiaries and (ii) expansion of the current information system to administer and monitor the income support programs.

Contracts to be procured under this sub-component will be for goods and consulting services required for institutional strengthening to monitor and administer the program and expansion of the MoNM’s information system.

Component 2 – Restoration and “Building Back Better” of Critical Services, and Strengthening of Emergency Preparedness and Response Capacity

Restoration of critical services, resilient reconstruction, and strengthening emergency preparedness and response capacity (US\$ 31 million - indicative)

Component 2 will support the rapid restoration and resilient reconstruction of critical infrastructure damaged by the volcano eruption and subsequent debris flows and lahars while strengthening Government's emergency preparedness and response capacity. Investments under this component will focus on three main areas: (i) support for reconstruction planning; (ii) investments in rapid restoration and resilient reconstruction of priority infrastructure; and (iii) strengthening emergency preparedness and response systems and capacity. Candidate activities for the first 18 months across sectors are summarized below.

Component 3 – Project Management

Component 3: Project Management (US\$3.5 million)

This component will support the administrative management of the Project by the PSIPMU and implementing partners through, but not limited to the following individual consultants, (a) a project coordinator; (b) financial management (FM) and procurement specialists to carry out the fiduciary aspects of the Project; (c) monitoring and evaluation (M&E) specialists; (d) technical experts needed for environmental management and social protection specialists); and (e) technical focal points in the MoA, CWSA, MoNM and MoTW/BRAGSA. The PSIPMU will coordinate the provision of training and workshops¹ and manage the financing of necessary goods, equipment, and operating costs, including costs associated with convening and reporting to the Project Steering Committee (PSC).

¹ Workshops will include technical discussions and capacity-building activities around the utilization of climate and disaster risk information and the prioritization of reconstruction and rehabilitation activities to strengthen climate and disaster resilience.