

SAINT VINCENT AND THE GRENADINES
Volcanic Eruption Emergency Project

Terms of Reference
Accounts Clerk

SVG-VEEP-CS-INDV-8

Summary

The Government of Saint Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank) and the European Commission under the Caribbean Regional Resilience Building Facility Single-Donor Trust Fund, for 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 wake of the La Soufriere volcano eruption. The VEEP comprises three components that seek to achieve the development objectives. To continue the execution of the project, the GoSVG requires the services of an Accounts Clerk.

The Accounts Clerk will support the Economic Planning Division (EPD) in the implementation of the VEEP and other project-related activities. Specifically, the Accounts Clerk will be responsible primarily for providing project accounting support, assisting the Accounts Department in managing the project's budgets/cash flow, and journalizing the monthly expenditure in SmartStream. In addition, the Clerk would be required to assist with general implementation as needed within the EPD.

Scope of Services

The position of Accounts Clerk is a contracted full-time position. Work will be performed on-site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines.

The Accounts Clerk will work under the overall management of the Director of Economic Planning but will report to the supervisor of the Accounting Department in the execution of his/her tasks.

Duties and Responsibilities

Specific responsibilities include, but are not limited to, the services listed below:

- i. Provide accounting and clerical support to the PSIPMU, paying attention to the requirements of the VEEP.
- ii. Maintain accounting documents and records of the VEEP.
- iii. Access SmartStream via control groups and extract the payment transactions according to the invoices.
 - a. Record in the Economic Planning Division Vote Book the actual expenditure of project activities, including the VEEP.
 - b. Perform SmartStream data entries.
 - c. Record and File department incoming records.
 - d. Respond to other duties regarding the implementation of the portfolio of projects within the PSIPMU, as required.

Qualifications and Experience

- College Certificate in accounting, management, business administration, economics, project management, or other related fields.
- Be familiar with bookkeeping and basic accounting procedures
- Experience with programmes or project portfolios of multilateral or bilateral institutions (e.g. The World Bank, Caribbean Development Bank, and the European Union) will be an asset.
- Computer literacy with practical experience in using Microsoft Office applications and accounting software.

Reporting Obligations

The Accounts Clerk will work under the overall management of the Director of Economic Planning but will report to the VEEP Projector Coordinator and work closely with the Accounting Department- the Senior Executive Officer and VEEP Financial Management Specialist.

Duration

The contract will be one (1) year in the first instance and would be subject to renewal based on satisfactory performance.

Remuneration

Remuneration will be commensurate with qualifications and experience.

Employment of unvaccinated persons in specific positions – Statutory rules and orders 28 of 2021

The Government of St. Vincent and the Grenadines has approved the employment of unvaccinated persons in specific positions covered under the Statutory Rules and Orders No: 28 of 2021.

In this regard, Cabinet had decided that individuals who apply for positions within the Public Service, for which there is currently a vaccine requirement under Statutory Rules and Orders No. 28 of 2021, may be considered for employment on a case-by-case basis.

The Consultant shall adhere to all the terms and conditions associated with employment in specific positions, as advised by the Chief Medical Officer and approved by the Cabinet of Ministers, including, but not limited to the following:

- Mandatory and correct use of appropriate facial masks in the workplace at all times;
- Strict adherence to all sanitation protocols;
- Adequate physical spacing;
- Mandatory testing for Covid-19 infection at a frequency to be determined by the Chief Medical Officer. Unvaccinated workers will be provided with the first four (4) tests free of charge; however, all subsequent tests will be at the individual's expense.

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 Soufrière 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 subcomponent 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) strengthen 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.