



Organisation of Eastern Caribbean States



REQUEST FOR EXPRESSIONS OF INTEREST

Organisation of Eastern Caribbean States OECS Data for Decision Making (DDM) Project

Grant No.: IDA – E0360

Assignment Title: Consultancy Services for the role of Administrative Assistant at the Organisation of Eastern Caribbean States Commission (OECSC)

Reference No.: *LC-OECS COMMISSION- 388600-CS-INDV*

The Organisation of Eastern Caribbean States (OECS) Commission has received funding from the World Bank toward the cost of the OECS Data for Decision Making (DDM) Project and intends to apply part of the proceeds for Consultancy Services for the role of Administrative Assistant at the Organisation of Eastern Caribbean States Commission (OECSC).

The consulting services (“the Services”) include increasing the Commission’s capacity to support the Regional Data Governance Council (RDGC) in carrying out its mandate to effectively serve the Member States and to support the implementation of activities under the DDM Project. In addition, the Consultant will help drive the outputs of both the RDGC and the Project by assisting in the preparation of guidance notes on regionally harmonized methods for data collection and analysis and other statistical papers and the dissemination thereof. The assignment is expected to be undertaken for a period of twenty-four (24) months.

The OECS now invites eligible Individual Consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The minimum required qualifications and experience are listed in section 5 of the Terms of Reference (TOR) below. The details of the services required are available in the TOR which is available on the official website: www.oecs.org.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers, Fifth Edition, September 2023 (‘Procurement Regulations’), setting forth the World Bank’s policy on conflict of interest.

Individual Consultants wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest (EOI) providing information demonstrating that they have the required qualifications and relevant experience to perform the services (*Curriculum Vitae, description of similar assignments, etc*)

Expressions of Interest can be submitted via email.

For more information or to submit Expressions of Interest, please contact:

Tameeka Jn Baptiste
Junior Procurement Officer
OECS Commission Morne Fortuné
P.O. Box 1383
Castries
Saint Lucia
Telephone: 758-455-6408
Email: procurementbids@oecs.int

Copied to:

Ms. Sherma Beroo, sherma.beroo@oecs.int

Ms. Jenna Flavien, jenna.flavien@oecs.int

An Individual Consultant will be selected in accordance with the World Bank's Procurement Regulations for IPF Borrowers, Fifth Edition, September 2023.

Expressions of Interest will be evaluated and the Individual Consultant with the most relevant experience and qualifications will be selected and requested to submit a proposal which will be the basis for negotiations leading to a contract.

An electronic copy of Expressions of Interest are to reach the OECS Commission by **March 27, 2024** addressed to:

Ms. Tameeka Jn Baptiste, Junior Procurement Officer

At the following email address:

procurementbids@oecs.int

copied to sherma.beroo@oecs.int

jenna.flavien@oecs.int

The email submissions should include the name and address of the Consultant and shall be clearly marked in the subject line as "**Expression of Interest – Consultancy Services for the role of Administrative Assistant at the Organisation of Eastern Caribbean States Commission (OECSC)**".

The Terms of Reference for this consultancy and EOI template are provided below.



Terms of Reference

Consultancy Services for the role of Administrative Assistant at the Organisation of Eastern Caribbean States Commission (OECSC).

1.0 INTRODUCTION

Under the World Bank funded OECS Data for Decision Making Project (DDM Project), the Organisation of Eastern Caribbean States (OECS) Commission is seeking the services of a consultant to serve as Administrative Assistant within the Secretariat of the Regional Data Governance Council (RDGC) and to provide administrative support to the OECS Data for Decision Making Project. This document outlines the scope of work, responsibilities and deliverables expected from the Administrative Assistant.

2.0 Background

The OECS Commission is implementing a regional statistical capacity building project – ‘OECS Data for Decision Making,’ (OECS DDM), financed through grant funding by the World Bank. The direct beneficiaries of this Project are Grenada, Saint Lucia, and Saint Vincent and the Grenadines. The OECS Data for Decision Making Project (called “Project” going forth) comprises five components that will be implemented over a five-year period. At the national level, Component 1 and Component 2 of the Project will strengthen national statistical systems through (i) statistical modernization and capacity building, and (ii) data production, analysis, and dissemination, with a focus on the population and housing census, living conditions surveys, labor market surveys, and agricultural census. At the regional level, Component 3 of the Project will support the OECS Commission’s mandate for regional integration and the strengthening of the regional statistical system. Component 4 will support project implementation, and Component 5 will provide a contingency option for immediate surge funding in the event of a national emergency. The OECS Commission will be responsible for the implementation of Component 3. The Project aims to improve the capacity of participating countries to produce and publicly disseminate statistical data for country and regional level analytics, which will enable greater data-driven decision making at both the national and regional levels.

On June 15, 2023, the OECS Commission (OECSC) formed the RDGC as part of the OECS DDM Project. The make-up of this council includes the Directors of Statistics from all the OECS Member States (MS) and representatives from organizations such as Eastern Caribbean Central Bank (ECCB), CARICOM, Caribbean Development Bank (CDB) and the World Bank. Subject matter experts will be invited to council meetings as appropriate.

This council is tasked with the following:

1. Identifying the short-term and long-term priorities for the OECS Regional Strategy for the Development of Statistics (RSDS), establishing milestones, monitoring progress, and proposing adjustments as required;
2. Harmonising statistical methodologies, concepts, and definitions, with due consideration for the diversity of OECS member countries when implementing regional and international standards and best practices;

3. Keeping key and relevant constituents and stakeholders up to date on the implementation status by communicating and reporting on progress, issues, and successes;
4. Advocating for investment in statistics by the MS and promoting statistical cooperation among MS;
5. Coordinating and aligning donor support for statistical development activities in the OECS Region;
6. Supporting MS in the design of their respective national annual work programme for the development of statistics, ensuring consistency with the OECS RSDS generally, but also specifically that the work programme is aligned with national development plans;
7. Providing advice to the member states on current and emerging issues related to statistics;
8. Reviewing and proposing revisions of the OECS RSDS as needed over time.

3.0 Objective

The main objective of the consultancy is to increase the Commission's capacity to support the RDGC in carrying out its mandate to effectively serve the MSs and to support the implementation of activities under the Project. To achieve this the consultant will spend half of his/her time supporting the RDGC and the other half supporting the Project activities. As such the consultant will help to drive the outputs of both the RDGC and the Project by assisting in the preparation of guidance notes on regionally harmonized methods for data collection and analysis and other statistical papers and the dissemination thereof; and meeting preparations, preparation of meeting notes, documents and communicate as delineated in the scope of services.

4.0 Scope of Services

Based on the above, the Consultant would be required to:

1. Provide administrative support to the RDGC Secretariat, RDGC Chair and the implementation of the DDM Project;
2. Support the Regional Project Implementing Unit (RPIU) to maintain good coordination and dialogue between entities involved in the implementation of the activities;
3. Support the RPIU to plan and monitor program activities of the Project and those activities funded by the OECS DDM Project including the approved work programme of the RDGC.
4. Help format and edit relevant documents to advance the RDGC activities and the DDM project;
5. Maintain correspondence and communication between the RDGC and relevant stakeholders including the Regional Project Steering Committee (RPSC) and the Regional Project Coordinating Committee (RPCC);

6. Assist in following administration and office management procedures for the implementation of the project.
7. Support the RDGC and DDM Project in the preparation for meetings, including scheduling, travel arrangements, preparation of agendas, and distribution of documents;
8. Attend RDGC meetings and draft minutes;
9. Attend Project stakeholder and Committee meetings and draft minutes
9. Document and maintain project records using appropriate technology;
10. Draft content for the RDGC website under the supervision of the Technical Specialist
11. Work closely with the OECS DDM Project Manager to ensure activities under the RDGC are aligned to the DDM Project.

5.0. Selection Criteria

5.1 Academic Qualifications and Experience

The Administrative Assistant shall possess:

- An associate degree / diploma in business administration or a related field or its equivalent,;
- A minimum of three (3) years' professional experience providing administrative support to project teams, including scheduling meetings, event planning, file/document management, drafting correspondence, light proofreading, formatting of reports, and preparation of meeting minutes.
- A minimum of three (3) years' professional experience using Microsoft Office (Word, Excel, PowerPoint, Outlook) and social media technologies. Experience drafting and updating webpage content would be advantageous.
- Fluency in English.

6.0 Reporting Requirements / Procedures

The assignment is expected to be undertaken over a twenty-four (24) month period.

The administrative assistant shall report to the chair of the RDGC and RDGC secretariat and to the Project Manager for Project related activities.

Monthly reports should be submitted within ten (10) calendar days of the end of each month, and include the following:

- (a) Activities executed and current status;
- (b) Challenges / Action Required;
- (c) Schedule and plans for activities to be executed

7.0 Environmental and Social Safeguards

During implementation, the consultant will follow a code of conduct, and when engaging in activities such as workshops, consultations, etc., the consultant will share the information to access the grievance mechanism. In the case where activities will result in any replacement of electronic equipment, all disposal of electronic waste will follow e-waste procedures consistent with national regulations and the Environmental and Social Management Framework (ESMF).

World Bank CV/EOI Template

1. Surname:

2. First Name:

3. Address:

Telephone #:

4. Date of Birth:

5. Profession:

Nationality:

6. Education:

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7. Membership of Professional Associations:

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8. Other Training:

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9. Countries of Work Experience:

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10. Languages:

11. Employment Record (Add rows as required):

From: Employer: Position Held: Summary:
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From: Employer: Position Held: Summary:
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From: Employer: Position Held: Summary:
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From: Employer: Position Held: Summary:
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From:
Employer:
Position Held:
Summary:

**11. Work undertaken that best illustrates related assignments (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)
(Add rows as required)**

Name of assignment or project:
Year:
Location:
Client:
Main Project Features:
Positions held:
Activities performed:

Name of assignment or project:
Year:
Location:
Client:
Main Project Features:
Positions held:
Activities performed:

Name of assignment or project:
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Positions held:
Activities performed: