



ORGANISATION OF EASTERN CARIBBEAN STATES

INVITATION FOR EXPRESSIONS OF INTEREST

Consultancy on the Design and Conduct a Gap Analysis/Assessment for the Project on Multi-Dimensional Approaches to Poverty Reduction in the Eastern Caribbean in Antigua and Barbuda, the Commonwealth of Dominica, Saint Lucia, Grenada and St. Vincent and the Grenadines

The Organisation of Eastern Caribbean States (OECS) Commission invites interested eligible consultants to submit Expressions of Interest for the provision of consultancy services on *Design and Conduct a Gap Analysis/Assessment for the Project on Multi-Dimensional Approaches to Poverty Reduction in the Eastern Caribbean in Antigua and Barbuda, the Commonwealth of Dominica, Saint Lucia, Grenada and St. Vincent and the Grenadines*

The Terms of Reference and Guidelines for the Submission of Expressions of Interest for this consultancy are provided below

TERMS OF REFERENCE

Design and Conduct a Gap Analysis/Assessment for the Project on Multi-Dimensional Approaches to Poverty Reduction in the Eastern Caribbean in Antigua and Barbuda, the Commonwealth of Dominica, Saint Lucia, Grenada and St. Vincent and the Grenadines

BENEFICIARY COUNTRIES

Antigua and Barbuda, the Commonwealth of Dominica, Grenada, Saint Lucia and St. Vincent and the Grenadines

CONTRACTING AUTHORITY

The Contracting Authority for this Consultancy is the OECS Commission.

BACKGROUND AND RATIONALE

2014 continued to be a challenging year for the Organisation of Eastern Caribbean States (OECS) Member States. Rather than experiencing a substantial economic rebound as hoped, the sub-region continued to grapple with low to negative economic growth, well below the projected global average of 3 % and the average of 2.75% in the Latin America and Caribbean (LAC) Region. The deterioration of fiscal resources and financial institutions, rising unemployment, high levels of youth unemployment and labour instability, high debt-to-GDP ratios (“ranging from 73% to 116% of GDP”) and other factors narrowed governments’ scope for managing the financial recovery and facilitating sustainable development.

Governments have been forced to adopt stringent fiscal measures they previously avoided and to produce austerity budgets with marked reductions in public expenditure. These national and sub-regional development challenges are all compounded by the increased incidences of natural hazards and the impacts of climate change that continue to threaten the development gains in these countries.

Recognizing policy-making and decision making is constrained by the lack of social data the UNDP, as a key regional development partner, convened statisticians and policy-makers from across the sub-region to remedy the paucity of data (and in turn engender data-driven, targeted initiatives) through localization of a multidimensional approach to poverty and closer monitoring of the MDGs. MDG Acceleration plans led to focused vocational training for the poorest communities in Dominica and to increased efforts to support young people's skills to enter the labour market in Grenada. Additionally, small

scale activities were implemented in 2012 and 2013 aimed at building employability and entrepreneurial skills amongst youth, as well as implementing for the first time, a business accelerator programme.

These actions correspond directly to a long standing relationship between the Organisation of Eastern Caribbean States (OECS) Commission and the UNDP Barbados. This project serves to build on UNDP support for activities for a multidimensional approach to poverty measurement (MPM) for which OECS member states have agreed to pilot a short term annual measure, as well as a longer term 5 year measure, with a view towards sub-regional adoption and the development of the MPM in partnership with UN Agencies under the United Nations Development Assistance Framework (UNDAF). The ultimate goal of this work is to support evidence based policy making for poverty eradication in the sub-region.

This project will be implemented in Antigua and Barbuda, the Commonwealth of Dominica, Saint Lucia, Grenada and Saint Vincent and the Grenadines in its initial phase which is anticipated to be for a minimum of 24 months. It is expected that the project will be expanded to other OECS Member States should the results of phase I necessitate, inter alia, the broadening of the geographical scope to other countries in the OECS.

The project will also build on the consultative process and outcomes of the OECS Growth and Development Strategy (ODGS) and embraces the sub regional push to the complete attainment of the global Millennium Development Goals (MDGs). It will also aim to show the piloting countries to be in the forefront of several new and emerging global development objectives - as concretised post the Year 2015.

Fundamentally, the objectives outlined within this project are underpinned by its programme of cooperation articulated in the OECS Growth and Development Strategy and UNDP's Multi-Country Programme Action Plan between the Governments of Barbados and the Organisation of Eastern Caribbean States (OECS) 2012-2016 and the OECS. A crucial aspect of addressing of social and economic inequality and ensuring good governance lies in the provision of an enabling environment for its achievement. Therefore, as partners OECS and UNDP have sought to engage in catalytic and strategic interventions which would directly impact access to opportunities to emerge out of poverty and thus reducing the number of persons dependent on either the state or the informal sector for the provision of income and/ or basic needs.

The above stated objectives are contextualized by the reality that access to relevant data for human rights based and gender responsive decision making is necessary for addressing structural inequalities which create the conditions under which people become marginalised and impoverished. Therefore multidimensional approaches to poverty reduction present opportunities to identify and articulate the extent of deprivations being faced by individuals and households.

Furthermore, community based ownership of poverty reduction programmes, training and capacity building initiatives are pivotal for ensuring the relevance and sustainability of

programmes. For example, focusing on ‘green’ jobs or entrepreneurship enterprises related to renewable energy will not only provide access to emerging and growing markets, but will also increase access of communities to renewable/sustainable energy sources. As governance mechanisms in the Caribbean are centralised, and decision making capacity therefore limited and removed from lived experiences of individuals and communities, making community ownership pivotal to the success of any intervention.

This project builds on the OECS Growth and Development Strategy, United Nations Development Assistance Framework (2012 to 2016), the UNDP Multi-Country Programme Action Plan (MCPAP) 2012 to 2016 various National Development Plans and on-going engagement with the OECS Member States. It also encapsulates their requests for development assistance and takes lessons from project and programme monitoring exercises previously undertaken. The actions described in the project therefore are complementing existing and ongoing work in the region and have a high chance of success, particularly through the utilisation of already established country based infrastructure for its implementation.

OBJECTIVES

The Project will contribute to the Supporting of Multi-dimensional Approaches to Poverty Eradication in the Eastern Caribbean, focusing on the achievement of the following main objectives:

1. To support community based capacity building and training designed to increase the economic participation of marginalised groups including women, youth and persons with disabilities;
2. To support community based advocacy activities intended to promote inclusion of vulnerable groups in community, national and sub-regional decision making fora;
3. To support the development of relevant qualitative data collection tools which are fully compatible and/ or can inform sub-regional and country qualitative multidimensional poverty measures; and
4. To undertake targeted, poverty focused qualitative research exercises at the community level which will serve as the evidence for national and Sub-regional poverty reduction programmes and initiatives.

PURPOSE OF THE CONSULTANCY

This consultancy should see the designing and implementation of a gap analysis which should inform the development of capacity building and training initiatives focused on increasing the economic participation of low income persons in target communities in the 5 project countries. It should provide recommendations for strategic interventions which can support the transition of persons from ‘grey’, informal and domestic economies into formalised, innovative and emerging niche markets.

SCOPE OF SERVICES

In alignment with the overall purpose of the consultancy and under the Direction of the Project Board and OECS Project Director, and in close consultation with the UNDP Sub-Regional Office for Barbados and the OECS, the Consultant will:

- Design and implement a gap assessment of currently operating national human development initiatives in each project country, highlighting their systemic and structural deficits and focusing on barriers, errors of omission or commission, service deficits and the resulting impacts on income poor and marginalised targeted communities including women, youth and persons with disabilities.
- The gap assessment should include a desk review of relevant reports on the impacts of national human development policies and programmes. In addition, it should include information garnered from stakeholder interviews (semi-formal) employing a multi-dimensional approach to poverty assessment. That is, national human development initiatives being explored should come under the dimensions set out in the OECS Multi-dimensional Poverty Index (as included in the harmonised Labour Force Survey (LFS)), namely Education, Living Standards, Employment and Health.
- The gap assessment should include consultation with a cross section of stakeholders which should include relevant National Government and NGO personnel coordinating programmes, programme participants as well as low income persons from special interest/marginalised groups from target communities not participating in programmes.
- The gap assessment should interrogate and evaluate to what extent the current human development initiatives have adopted a multi-dimensional approach to poverty reduction and whether they accommodate/consider the collective impact of multiple deprivations in the aforementioned dimensions.
- The gap assessment should identify strategic interventions which would facilitate increased economic participation of marginalised groups from targeted communities including women, youth and persons with disabilities and make recommendations for capacity building and training initiatives that would address the identified gaps.

TASKS TO BE PERFORMED

- Prepare work plan outlining the activities and time frame for the conducting of the gap assessment;
- Prepare an outline of the table of contents of the Gap Assessment for review, inclusive of a proposal for target community selection and for the best way to represent the information from the desk review so that information can be compared across countries and target communities;
- Design an interview tool inclusive of a questionnaire for government counterparts in the policy sphere, government counterparts in the service delivery arena, NGO counterparts, participants and low income vulnerable groups, and accompanying guidelines for administering of the interview tools;
- Conduct a desk review and prepare draft desk review report;
- Prepare draft gap assessment report inclusive of results of desk review and stakeholder interviews; and
- Prepare final gap assessment report.

DELIVERABLES

The following deliverables are to be produced by the Consultant:

Deliverables	Time Schedule
Work plan	6 Days after signing Contract
Outline of the table of contents of the Gap Assessment	6 Days after Approval of Work plan
Interview tool inclusive of a questionnaire	6 Days After Approval of Table of Contents
Draft desk review report	12 Days After Approval of Interview Tool
Draft gap assessment report inclusive of results of desk review and stakeholder interviews	18 Days After Approval of Draft Desk Review Report
Final gap assessment report	12 Days After Approval of Draft Gap Assessment

DURATION OF CONSULTANCY

This consultancy is to be undertaken between November 9th 2015 and February 28th 2016 for a total of 60 days.

QUALIFICATION REQUIREMENTS

The Consultant must possess the following qualifications:

a. Academic Qualifications:

- Post-graduate degree, at least a Master's degree, and experience in one of the following areas: economics, social policy, population/demography, development studies or related field.

b. Experience and Skills:

- Experience in policy and programme evaluation focusing on socio-economic development, social protection programmes and or employment policies and programmes.
- A minimum of 5 years of relevant experience in the field of development, working with human development planning processes at the regional and national level.
- Experience in participatory approaches to development/participatory action research
- Proven experience in development monitoring and measurement.
- Experience in Small Island Developing States (SIDS) in the Caribbean.
- Demonstrated knowledge and understanding of multi-dimensional approaches to poverty measurement.
- Strong conceptual and analytical skills.
- Ability to work independently, manage competing priorities and perform well under pressure.
- Excellent inter-personal skills to effectively liaise with key stakeholders.
- Demonstrated negotiation skills.
- Strong oral and written communication skills with a proficiency in English.
- Demonstrated competencies in computer-based word processing and spreadsheet applications, workshop organization, public speaking and sensitivity to cultural differences.

TRAVEL

All envisaged travel costs will be included as part of the Contract. This will include all duty travels to-and-from and within the designated countries. In the event of unforeseeable travel, the respective Business Unit and the Consultant will agree upon the manner in which travel costs including tickets, lodging and terminal expenses are to be reimbursed prior to travel.

Regardless of purpose of travel, the prevailing price for an economy class tickets serving the most direct routes to be travelled shall apply. In general, the OECS Commission should not accept travel costs exceeding those of a full-fare economy class ticket. Consultants wishing to upgrade their travel to business or first class shall do so at their own expense.

Payment: Payments are made against deliverables actually delivered and approved.

WORKING RELATIONSHIP

The Head, Social Development Unit or the designated officer will collaborate with the Consultant on undertaking the work outlines in the Terms of Reference in order to ensure the deliverables identified are achieved in an effective and efficient manner.

The Consultant will manage time and responsibilities to ensure timely delivery of outputs required under these Terms of Reference.

GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST

Consultancy on the Design and Conduct a Gap Analysis/Assessment for the Project on Multi-Dimensional Approaches to Poverty Reduction in the Eastern Caribbean in Antigua and Barbuda, the Commonwealth of Dominica, Saint Lucia, Grenada and St. Vincent and the Grenadines

Consultants wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest (EOI) to include:

1. Information on the Consultant's qualifications and technical competence relevant to the assignment, experience in undertaking similar assignments, including Curriculum Vitae of the Individual Consultant proposed for the assignment;
2. A concept note on the planned framework for undertaking the assignment and a breakdown of the number of days required for each task.

Consultants shall bear all costs associated with the preparation and submission of their Expressions of Interest.

The OECS is not bound to accept any Expression of Interest, and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

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

Mrs. Lyndel Archibald
Project Coordinator (Officer-in-Charge)
OECS Juvenile Justice Reform Project
Organisation of Eastern Caribbean States
Morne Fortune
P.O. Box 1383
Castries
ST LUCIA
Fax: 758 452 2194 Phone: 758 455 6394

At the following email address:

larchibald@oecs.org

Copied to:

1. Ms. Kim Clarke kclarke@oecs.org
2. Ms. Sharon Jacob sjacob@oecs.org

Expressions of Interest can be submitted via email.

An Individual Consultant will be selected in accordance with the Consultant's Qualifications (CQS) Selection method as detailed in the procedures set out in the Procurement Manual of the OECS dated November 2013, revised April 2015.

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

The criteria to evaluate the Expressions of Interests submitted will include:

- 1) Qualifications of the Consultant
- 2) Technical competence in undertaking the assignment
- 3) Related Experience of the Consultant and experience in undertaking similar assignments
- 4) Planned framework submitted for undertaking the assignment

Expressions of Interest are to reach the OECS Commission no later than 4:00 pm local time in Saint Lucia, on **Wednesday October 21st, 2015.**