

TERMS OF REFERENCE

Wrap-Around Officers, Youth Empowerment Project (YEP) through the Integrated Court Diversion Programme, Department of Equity, Social Justice, Local Government and Empowerment.

1. BACKGROUND

1.01 The Government of Saint Lucia (GOSL) has requested assistance from the Caribbean Development Bank (CDB) in financing a project, which would respond to the challenges facing vulnerable groups, particularly youth-atrisk in Castries, Saint Lucia. Castries is challenged by, *inter alia*, increasing crime, inadequate social infrastructure and limited access to social services. The Youth Empowerment Project (the Project) will seek to examine address these challenges by supporting the expansion of, and access to, existing social services as well as the development and implementation of new services so as to reduce social exclusion among youth and families in target communities. In the main, the Project will provide services to address mal-adaptive behaviours, enhance employability skills, support community safety and security and improve inter-linkages and the sharing of current good practices among participating agencies working in target communities. The Project is being implemented through the Ministry of Equity, Social Justice, Local Government and Empowerment (MOE).

1.02 The goal of diversion programmes is to reduce recidivism or the occurrence of problem behaviours without having to formally process youth in the justice system. One Initiative under the Court Diversion Programme is the Youth Recidivism Reduction Programme (YRRP). This Programme will cater to young persons aged twelve 12 to 19 years. This sub-programme will be executed by the Probation and Parole Services of the Ministry of Home Affairs, Justice and National Security. These include pre and post court diversion youth who have been recommended to the programme or received non-custodial sentencing. Another initiative is the Out-of-School Suspension Programme (OSSP) which will cater for students who have been suspended from a secondary school and "walk-ins" who hear about the programme and seek to be a part of it. Engagement of the key stakeholders like the target schools, Ministry of Education (MOE), the Ministry of Home Affairs, Justice and National Security (MOHA), Ministry of Health and their active participation in programmes and activities during project implementation is critical to attaining project

outcomes and sustaining the effective use of social services and infrastructure both during and after implementation. Case management services for YRRP and OSSP that link with the social protection system and include assessment of family needs, and development of family plans to attain health, education and economic objectives are critical elements of these programmes. The Wrap-around Officers who are appointed under the Youth Empowerment Project will connect beneficiaries and their families to a range of services required to address their needs while being supported by social service professionals including a dedicated social worker.

2. OBJECTIVE

2.01 The objective of this activity is to support and strengthen the delivery of the case management system for the beneficiaries of the YRRP and the OSSP.

3. SCOPE OF SERVICES

3.01 The Wrap-Around Officer will be responsible for the duties and tasks as listed below:

- (a) Investigation of Cases — financial and material assistance and support to individuals and families living in poverty and vulnerable situations;
- (b) Assessment of cases to determine the requisite post-investigative support services;
- (c) Development of care plans for individuals and families;
- (d) Provide advocacy for the clients to be served;
- (e) Preparation of Reports — Investigative, Social Enquiry, Family Assessment;
- (f) Complete and maintain comprehensive case management records;
- (g) Assist in developing and implementing hurricane/disaster plans;
- (h) Serve on assigned committees;

- (j) Coordinate and liaise with relevant Governmental, Non-Governmental and Private Organisations to support the care plans of individuals and families;
- (k) Plan and conduct educational/public awareness activities;
- (l) Report all challenges associated with implementation of the literacy and numeracy programme, including all related incidence and concerns;
- (m) Conduct emergency case response as required and specialise operation working services as required;
- (n) Perform other related work as required; and
- (o) Attend training sessions and meetings associated with the programme.

4. EXPERIENCE AND QUALIFICATIONS

4.01 The Officer should possess the following minimum qualifications:

- (a) Associate Degree in Social Work or related field; and
- (b) Five years relevant experience.

5. DURATION

5.01 The assignment is expected to last for no more than 36 months from the date of contract signing.

6. REPORTING

6.01 The Wrap-around officers will be under the supervision of the Administrator for the YRRP and the OSSP.

TERMS OF REFERENCE

Guidance Counsellor (General Counselling/Life Skills/Trauma), Addiction/Substance Abuse Counsellor and Literacy and Numeracy Coordinators, Youth Empowerment Project (YEP) through the Integrated Court Diversion Programme at the Department of Equity, Social Justice, Local Government and Empowerment.

1. BACKGROUND

1.01 The Government of Saint Lucia (GOSL) has requested assistance from the Caribbean Development Bank (CDB) in financing a project, which would respond to the challenges facing vulnerable groups, particularly youth-at risk in Castries, Saint Lucia. Castries is challenged by, *inter alia*, increasing crime, inadequate social infrastructure and limited access to social services. The Youth Empowerment Project (the Project) will seek to examine address these challenges by supporting the expansion of, and access to, existing social services as well as the development and implementation of new services so as to reduce social exclusion among youth and families in target communities. In the main, the Project will provide services to address mal-adaptive behaviours, enhance employability skills, support community safety and security and improve inter-linkages and the sharing of current good practices among participating agencies working in target communities. The Project is being implemented through the Ministry of Equity, Social Justice, Local Government and Empowerment (MOE).

1.02 The goal of diversion programmes is to reduce recidivism or the occurrence of problem behaviours without having to formally process youth in the justice system. One Initiative under the Court Diversion programme is the Youth Recidivism Reduction Programme (YRRP). This programme will cater to young persons aged twelve 12 to 19 years. This sub-programme will be executed by the Probation and Parole Services of the Ministry of Home Affairs, Justice and National Security (MOHA). These include pre and post-court diversion youth who have been recommended to the programme or received non-custodial sentencing. Another initiative is the Out-of-School Suspension Programme (OSSP) which will cater for students who have been suspended from a secondary school and “walkins” who hear about the programme and seek to be a part of it. Engagement of the

key stakeholders like the target schools, Ministry of Education (MOE), the MOHA, Ministry of Health and their active participation in programmes and activities during project implementation is critical to attaining project outcomes and sustaining the effective use of social services and infrastructure both during and after implementation. Case management services for YRRP and OSSP that links with the social protection system and includes assessment of family needs, and development of family plans to attain health, education and economic objectives are critical elements of these programmes. The wraparound officers will connect beneficiaries and their families to a range of services required to address their needs while being supported by social service professionals including a dedicated social worker.

2. OBJECTIVE

2.01 The consultancy will seek to provide programmatic support for the implementation of the Court Diversion Programme in the areas of General Counselling/Life Skills/Trauma, Addiction Counselling, and Literacy and Numeracy services.

3. SCOPE OF SERVICES

3.01 The consultant(s) shall undertake, inter alia, the following:

(a) Guidance Counsellor (Counselling Services/ Life Skills/Trauma Services)

- (i) Provide counselling services to children and teenagers;
- (ii) Assist each student to improve his or her academic performance through an individualized plan with achievable benchmarks;
- (iii) Guide older students towards a career suitable for them;
- (iv) Guide and educate the parents on the issues faced by the child;
- (v) Assist with design of a diet and exercise regimen for the child to improve his/her health as required;

- (vi) Give the child some mentally stimulating exercises to help improve their memory or address any other problem they may have;
- (vii) Maintain a proper report on every child entrusted to their care;
- (viii) Work with the teachers, wrap-around officer and other team members in providing support to participants; and
- (ix) Spot troubled teenagers and work closely with the child and the parents/guardian to address any issues before they escalate and become extremely problematic.

(b) Addiction/ Substance Abuse Counsellor (Addiction Services)

- (i) Meet with clients to evaluate their health status, including any substance abuse issues;
- (ii) Identify issues and create goals and individual treatment plans;
- (iii) Assist clients with developing coping mechanisms;
- (iv) Assist clients in finding jobs or re-establishing their career;
- (v) Take the lead in group therapy sessions;
- (vi) Maintain and provide updates and progress reports to the courts;
- (vii) Refer clients to support groups and provide a record to and from these support groups;
- (viii) Set up and monitor after-care plans; and
- (ix) Meet regularly with family and provide requisite guidance as appropriate to the issues faced by the juvenile.

(c) Literacy & Numeracy Coordinators (Literacy and Numeracy Services)

- (i) Administer Literacy and Numeracy Skills to small groups of targeted students' literacy and numeracy skills,

adapting resources to ensure all students are able to make progress within this group;

- (ii) Assess, monitor, record and report on the learning needs, progress and achievements of assigned students;
- (iii) Assist and adapting available resources to ensure students from this group are able to access the wider curriculum;
- (iv) Work with others coordinators and other stakeholders on curriculum and/or student development teams to secure coordinated outcomes;
- (v) Provide juvenile with mentally stimulating exercises to help improve memory or address any other problem he/she may have.
- (vi) Work with students who have been in receipt of initial targeted support to ensure that their progress is sustained and transferred to their wider learning;
- (vii) Identify troubled teenagers and work closely with these teenagers and their respective parents/ guardians;
- (viii) Promote and support extra-curricular activities;
- (ix) Perform the pastoral role of Form Tutor as required; and
- (x) Undertake any additional responsibilities appropriate to the position as agreed with the line manager.

4. EXPERIENCE AND QUALIFICATIONS

4.01 The consultant(s) should possess the following minimum qualifications:

- (a) a University Degree in their relevant discipline;
- (b) a minimum of eight years' relevant professional experience; and

- (c) Strong spoken and written communication skills and fluency in the English language.

5. DURATION

- 5.01** The assignment is expected to last for no more than 36 months from the date of contract signing.

6. REPORTING

- 6.01** The Consultant shall report to the Lead Facilitator for the respective Court Diversion programme they support.

TERMS OF REFERENCE

Sports Coordinators, Youth Empowerment Project (YEP) implemented through the Department of Equity, Social Justice, Local Government and Empowerment (DOE) in the Ministry of Equity, Social Justice, Local Government and Empowerment (MOE).

1. BACKGROUND

- 1.01** The Government of Saint Lucia (GOSL) has requested assistance from the Caribbean Development Bank (CDB) in financing a project, which would respond to the challenges facing vulnerable groups, particularly youth-at risk in Castries, Saint Lucia (the Project). Castries is challenged by, *inter alia*, increasing crime, inadequate social infrastructure and limited access to social services. The Youth Empowerment Project will seek to examine address these challenges by supporting the expansion of, and access to, existing social services as well as the development and implementation of new services so as to reduce social exclusion among youth and families in target communities. In the main, the Project will provide services to address mal-adaptive behaviours, enhance employability skills, support community safety and security and improve inter-linkages and the sharing of current good practices among participating agencies working in target communities. The Project is being implemented through the Ministry of Equity, Social Justice, Local Government and Empowerment (MOE).
- 1.02** Engaging the surrounding communities and sustaining their active participation in programmes and activities to be developed and delivered in close collaboration with government ministries and participating agencies (PAs) is critical to attaining project outcomes. This is also important for sustaining the effective use of social services by target populations during and after implementation. In this regard, the intervention will utilise the Project Operations Manual (POM) incorporating a Community Participation Plan (CPP) and a Gender Equality Guidance Note (GEGN) to strengthen integration and coordination support among PAs in providing services and programmes to participants. In addition, the development and delivery of sports programmes has proven to be an excellent medium to reach and deliver services necessary to support positive social activities targeting vulnerable youth living in at-risk circumstances.

2. OBJECTIVE

2.01 The objectives of the consultancy services is to assist DOE to deliver the sports subcomponent of the captioned project. Activities will be focused on team building, dealing with disappointment, conflict management, strategic thinking, and self-discipline.

3. SCOPE OF SERVICES

3.01 The Individual Consultants shall undertake, *inter alia*, the following:

(a) Sports Coordinator:

- (i) Planning, delivering and supervising youth sports programmes to each Participating Agency (PA);
- (ii) Preparing forms to ensure monitoring and evaluation of all youths in sports skills and character development;
- (iii) Assisting in ensuring risk management, articulation and adherence to safety guidelines and First Aid treatment for all participants and spectators;
- (iv) Specifying and ensuring the maintenance and proper use of all sporting equipment;
- (v) Assisting with creating and facilitating informational material as needed for promotion of sport activities;
- (vi) Facilitating the recruitment, support, supervision and training of youth and adult sports volunteers for coaching, officiating and tournament leadership;
- (vii) Establishing and maintaining good links with partners, sports federations, and other youth service providers;
- (viii) Managing and monitoring the budget allocated to the sports programme effectively and efficiently;
- (ix) Performing other related work as required;

- (x) Attending required meetings and training sessions; and include promptly reporting all problems, incidents and concerns.

4. EXPERIENCE AND QUALIFICATIONS

4.01 In the case of the Sports Coordinator he/ she should possess the following minimum qualifications in their disciplines:

- (a) An Associate Degree in their relevant discipline.
- (b) At least four years' experience coaching/teaching youths.
- (c) Certification in Coaching Programs for local/international Sports Federations.
- (d) Experience in facilitating or delivering life skills or personal development sessions would be an asset.
- (e) Professional experience working with young people either in a paid or voluntary capacity.
- (f) Experience in teaching and/or group facilitation.

References: At least two references from previous employment.

5. DURATION

5.01 The assignment is expected to last not more than 36 months. Contract may be renewed annually.

6. REPORTING

6.01 The Sports Coordinator(s) will report directly to the Project Coordinator of the Youth Empowerment Project under the DOE.

TERMS OF REFERENCE

Art Coordinators, Youth Empowerment Project (YEP) implemented through the Department of Equity, Social Justice, Local Government and Empowerment (DOE) in the Ministry of Equity, Social Justice, Local Government and Empowerment (MOE).

1. BACKGROUND

- 1.01** The Government of Saint Lucia (GOSL) has requested assistance from the Caribbean Development Bank (CDB) in financing a project, which would respond to the challenges facing vulnerable groups, particularly youth-at-risk in Castries, Saint Lucia (the Project). Castries is challenged by, *inter alia*, increasing crime, inadequate social infrastructure and limited access to social services. The Youth Empowerment Project will seek to examine address these challenges by supporting the expansion of, and access to, existing social services as well as the development and implementation of new services so as to reduce social exclusion among youth and families in target communities. In the main, the Project will provide services to address mal-adaptive behaviours, enhance employability skills, support community safety and security and improve inter-linkages and the sharing of current good practices among participating agencies working in target communities. The Project is being implemented through the Ministry of Equity, Social Justice, Local Government and Empowerment (MOE).
- 1.02** Engaging the surrounding communities and sustaining their active participation in programmes and activities to be developed and delivered in close collaboration with government ministries and participating agencies (PAs) is critical to attaining project outcomes. This is also important for sustaining the effective use of social services by target populations during and after implementation. In this regard, the intervention will utilise the Project Operations Manual (POM) incorporating a Community Participation Plan (CPP) and a Gender Equality Guidance Note (GEGN) to strengthen integration and coordination support among PAs in providing services and programmes to participants. In addition, the development and delivery of sports programmes has proven to be an excellent medium to reach and deliver services necessary to support positive social activities targeting vulnerable youth living in at-risk circumstances.

2. OBJECTIVE

2.01 The objectives of the consultancy services is to assist DOE to deliver the cultural arts subcomponent of the captioned project. Activities will be focused on team building, dealing with disappointment, conflict management, strategic thinking, and self-discipline as well as artistic and cultural expressions.

3. SCOPE OF SERVICES

3.01 The Individual Consultants shall undertake, *inter alia*, the following:

(b) Arts Coordinator

- (i) In conjunction with the PAs, planning, coordinating and delivering a comprehensive high-quality arts programme that meets the needs of the young people;
- (ii) Facilitating art sessions outside of your own specialty based on the needs of young people;
- (iii) Motivating, encouraging and supporting young people to participate fully in arts sessions, including identifying talented youngsters and creating development plans;
- (iv) Identifying any relevant issues or areas of development for young people and ensuring that these are targeted in the arts programme delivery;
- (v) Maintaining a comprehensive and detailed up-to-date inventory of all equipment and resources owned and/or used by the PAs;
- (vi) Monitoring, recording and evaluating the arts programme and providing reports and information as required in order to demonstrate the impact of the project;

- (vii) Managing and monitoring the budget allocated to the arts programme effectively and efficiently;
- (viii) Network with local appropriate arts clubs and community providers and other partner organisations to develop joint working programmes;
- (ix) Facilitating the recruitment, support, supervision and training of youth and adult arts facilitators;
- (x) Performing other related work as required;
- (xi) Attending required meetings and training sessions; and include promptly reporting all problems, incidents and concerns.

4. EXPERIENCE AND QUALIFICATIONS

4.01 In the case of the Arts Coordinator he/ she should possess the following minimum qualifications in their disciplines:

- (a) An Associate Degree in their relevant discipline.
- (b) At least four years' experience coaching/teaching youths.
- (c) Experience in facilitating or delivering life skills or personal development sessions would be an asset.
- (d) Professional experience working with young people either in a paid or voluntary capacity.
- (e) Experience in teaching and/or group facilitation.

References: At least two references from previous employment.

5. DURATION

5.01 The assignment is expected to last not more than 36 months. Contract may be renewed annually.

7. REPORTING

6.01 The Arts Coordinator(s) will report directly to the Project Coordinator of the Youth Empowerment Project under the DOE.

TERMS OF REFERENCE

Facilitator(s) and Supervisor(s) for the After-School and Summer Programmes, Youth Empowerment Project (YEP) through the Integrated Community – Based Transformation Programme at the Department of Equity, Social Justice, Local Government and Empowerment.

1. BACKGROUND

1.01 The Government of Saint Lucia (GOSL) has requested assistance from the Caribbean Development Bank (CDB) in financing a project, which would respond to the challenges facing vulnerable groups, particularly youth-at-risk in Castries, Saint Lucia. Castries is challenged by, *inter alia*, increasing crime, inadequate social infrastructure and limited access to social services. The Youth Empowerment Project (the Project) will seek to examine address these challenges by supporting the expansion of, and access to, existing social services as well as the development and implementation of new services so as to reduce social exclusion among youth and families in target communities. In the main, the Project will provide services to address mal-adaptive behaviours, enhance employability skills, support community safety and security and improve inter-linkages and the sharing of current good practices among participating agencies working in target communities. The Project is being implemented through the Ministry of Equity, Social Justice, Local Government and Empowerment (MOE).

1.02 The Community After-School Programme (CASP) target groups are children (10-15 years). For these children, the centres offer a positive alternative to remaining at home or in the community after school with little to do besides watching television, "hanging out" with friends or possibly engaging in activities that put them at-risk. They will have an opportunity to become a part of a programme where they can challenge themselves in being creative, thinking critically about issues and making important decisions, and generally engaging in varying actions and activities for self-development.

2. OBJECTIVE

2.01 The consultancy will seek to provide programmatic support for the implementation of the Integrated Community-Based Transformation Programmes including after-school and summer programmes.

SCOPE OF SERVICES

3.01 The Consultants shall undertake, *inter alia*, the following:

- (a) Supervise after-school and summer programme children in scheduled daily activities including completion of homework assignments, tutoring in mathematics and reading, crafts, and computer stations;
- (b) Assist as needed with room preparations, scheduling of activities, meal preparation and clean-up as well as recreation activities;
- (c) Supervise arrival and departure of students;
- (d) Assist in preparation of visits by visiting teachers and other Coordinators;
- (e) Assist in statistics, daily, weekly, and monthly reporting, as needed;
- (f) Ensure the safety and well-being of the individual students;
- (g) Learn to know the needs of each individual and be available to help each individual experience success; and
- (h) Help each student meet and exceed personal learning and achievement goals established by themselves in partnership with other staff.

5. EXPERIENCE AND QUALIFICATIONS

5.01 Education equivalent to graduation from an accredited high school, reasonable knowledge of the more elementary phases of general office work, ability in operating common office machines; accuracy in performing arithmetical computations, knowledge of computer software programmes.

6. LANGUAGE SKILLS

6.01 The After-School Programme Assistant(s) must be able to give direction and guidance to children clearly and in a respectful tone. He or she must be able to receive verbal and/or written instructions from supervisors. The assistant must be able to complete basic attendance reports and camp records as needed.

7. REASONING ABILITY

7.01 The After-School Programme Assistant(s) must have the ability to apply common sense understanding to carry out instructions furnished in written, oral or scheduled form.

8. PHYSICAL DEMANDS

8.01 The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The facilitator is required to participate in all physical activities including, but not limited to, outdoor recreation, walking and climbing stairs, small and large group activities, as well as one-to-one instruction. The employee frequently is required to walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and distance vision.

9. DURATION

9.01 The assignment is expected to last no more than 36 months.

10. REPORTING

10.01 The Consultant(s) shall report to the Ministry of Equity, Social Justice, Local Government and Empowerment.

10.02 The Consultant(s) will provide the Ministry of Equity, Social Justice, Local Government and Empowerment with monthly reports on the consultancy services.