



REQUEST FOR EXPRESSIONS OF INTEREST

Extension

NAME OF PROJECT - OECS SKILLS AND INNOVATION PROJECT
GRANT NO.: E286

Assignment Title: Short Term - Consultant Project Management

Reference No. LC-OECS Commission-426345-CS-INDV

The Organisation of Eastern Caribbean States (OECS) has received financing from the World Bank toward the cost of the OECS Skills and Innovation Project (SKIP), and intends to apply part of the proceeds for Short-term Consultant – Project Management.

The main objective of the consulting services (“the Services”) is to support the first phase of implementation of the regional component of the Project (Component 1 - *Fostering regional collaboration for youth skills and innovation in the post-secondary space*, implemented by the OECS Commission. The Consultant will be responsible for the coordination, management, and development of project management tools to lay the foundation for efficient Project implementation before the transition to the new Project Manager is completed.

The OECS now invites eligible Individual Consultants (“ Consultant”) 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 IV of the TOR below.

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” September 2023 (‘Procurement Regulations’), setting forth the World Bank’s policy on conflict of interest. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower.

A Consultant will be selected in accordance with the Individual Consultants selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *08:30 a.m. – 4:30 p.m. (0830 to 1630 hours)*.

Organisation of Eastern Caribbean States
OECS Skills and Innovation Project
P.O. Box 179
Morne Fortune
Castries
Saint Lucia
TEL: +1 758-455-6349/68
E-mail: procurement@oecs.int

Individual Consultants wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest providing information demonstrating that they have the required qualifications and relevant experience to perform the services.

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 the Expressions of Interest must be sent by June 3, 2024 to:

Yasmine Anatole, Procurement Officer

At the following email address: procurementbids@oecs.int

copied to: sisera.simon@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: Short-term Consultant- Project Management**”.

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

TERMS OF REFERENCE

Short-term Consultant – Project Management

The Organisation of Eastern Caribbean States (OECS) is inviting applications from suitably qualified Consultants to apply to the short-term consultancy within the Education Development Management Unit (EDMU).

I. BACKGROUND

The OECS Commission through the Education Development Management Unit (EDMU) and its Member States since 2012 has been implementing a regional education strategy: OECS Education Sector Strategy (OESS). The OESS, endorsed by the Council of Ministers of Education in May 2011, was accepted as the framework for educational development in Member States. With a vision of “Every Learner Succeeds,” the main purpose of the OESS is to guide the educational directions and priorities of Member States.

In the OECS member countries there is evidence of skills shortages alongside high youth unemployment. Improving the quality and relevance of skills and strengthening collaboration between the private sector and post-secondary education institutions could boost research and innovation in OECS countries. There is a need to establish a mechanism for supporting greater regional harmonization and collaboration in post-secondary education among OECS Member States. Given the small size of OECS economies and the existing mechanisms for regional cooperation (including in education and skills certification), there is a need to maximize economies of scale and scope that can be attained through inter-country or regional collaboration and harmonization.

To address these gaps, the OECS is currently implementing the OECS Skills and Innovation Project, together with the Government of Grenada (GoG) and Government of Saint Lucia (GoSL). Approved in January 2024, it is financed with \$36 million from the International Development Association (IDA), with each of the two participating countries receiving a US\$15 million credit while the OECSC receives a US\$6 million IDA grant.

The Organisation of Eastern Caribbean States (OECS) Skills and Innovation Project aims to enhance transversal and technical skills, as well as foster regional collaboration and innovation in post-secondary education. The project consists of four components:

- (i) Fostering regional collaboration for youth skills and innovation in the post-secondary space, implemented by the OECSC,
- (ii) Strengthening post-secondary institutions to deliver priority skills and participate in collaborative innovation, implemented by the GoG and GoSL,
- (iii) Project Management and Technical Assistance, implemented by GoG, GoSL, and OECSC, and
- (iv) Contingent Emergency Response Component (CERC), which is activated in case of an eligible crisis or emergency.

The OECS is seeking to hire a short-term Consultant for **four months (June to September, 2024), with a possible opportunity for renewal**, to support the first phase of implementation of the regional component of the Project (Component 1 - *Fostering regional collaboration for youth skills and innovation in the post-secondary space*, implemented by the OECS Commission), during the interim period while the hiring process for a new permanent Project Manager is completed.

II. RESPONSIBILITIES

The Consultant will be responsible for the coordination, management, and development of project management tools to lay the foundation for efficient Project implementation before the transition to the new Project Manager is completed.

Detailed duties and responsibilities will include, *inter alia*:

- a) Develop **terms of reference and technical specifications** for key education activities under sub-component 1.1 of the Project, integrating feedback from the EDMU and WB to revise them;
- b) Work with procurement colleagues **to procure key education activities under sub-component 1.1, coordinate technical inputs, support the establishment of the evaluation committee and evaluation reports** as needed with the procurement specialist assigned to the Project;
- c) Collaborate with **Economic Affairs Regional Integration Division (EARID)** on implementation of innovation activities under sub-component 1.2 of the Project;
- d) Finalize and revise the **Project annual action plan** as needed;
- e) Update project information and activities in the **Commission's Planning and Reporting platforms- Smartsheet and UNIT 4**;
- f) Prepare the **Work Breakdown Structure (WBS) for Year One** under Component 1;
- g) Provide technical inputs to the **procurement strategy and procurement plan** as needed;
- h) Review and revise the **Project budget** as needed, collecting inputs from various OECS teams to finalize it;
- i) Review the **Project Operations Manual** as needed, collecting inputs from various OECS team and including WB feedback;
- j) Liaise with appropriate technical personnel of the **Ministries of Education from various Member States**, focusing on coordination of Component 1 and ensuring relevant linkages with national work plans of Grenada and Saint Lucia on Component 2 activities.

- k) **Organize regular implementation meetings and provide progress reports to the Head of Human and Social Division (HSD) and Programme Director of Education Development Management Unit (EDMU), communications team, fiduciary, and EARID teams as well as with the World Bank team.**
- l) Collaborate with the EDMU team **to ensure inputs on the Project** are provided for the Regional PSC Meeting
- m) Present an overview of the **Project and Year One Work Plan** at RPSC meeting for no objection
- n) Organize the **Project technical launch** with Ministries of Education of Saint Lucia and Grenada and EDMU team
- o) Prepare the **handover documents** for the Project Manager.

III. DELIVERABLES AND PAYMENT SCHEDULE

The payments for this contract will be made subject to satisfactory submission of deliverables, as described below.

Table 1: Deliverables, timelines, and payment schedule

Deliverable	Due Date	Payment Schedule
Revised Project Operations Manual, as needed	June 30th, 2024	10% of total contract amount
Final Terms of Reference for the post-secondary strategic framework and action plan, REP template, priority skills learning standards and assessment frameworks, and harmonized standards for post-secondary teachers, acceptable by the Client	June 30th, 2024	15% of total contract amount
Final Project Annual Action Plan; Updates in Smartsheet and UNIT 4 Work Breakdown Structure for Year One, acceptable by the Client	July 15th, 2024	20% of total contract amount (5 % for each output)
Terms of reference for key activities (Regionally inter-operable Education Management Information System (EMIS) architecture for post-secondary education, and OECS Virtual campus), acceptable by the Client	July 31st, 2024	25% of total contract amount
Final Project Budget and Updates in Smartsheet	July 31st, 2024	10% of total contract amount

Bi-monthly progress report, acceptable by Client	July 31st, September 30th, 2024	10% of total contract amount (5% to be paid per report)
Logistics and report on Project Technical launch	September 30th, 2024	10% of total contract amount

IV. EDUCATION AND EXPERIENCE

The candidate must have the following skills/qualifications:

- a) A post-graduate degree (Masters level or higher) in Education and/ or Project Management, Public Administration, Business or related field;
- b) A thorough understanding of the issues, trends, and advances in education across Member States and the Eastern Caribbean.
- c) A minimum of five (5) years' experience in project management and reporting.
- d) Proactivity and capacity to deliver quickly, with quality.
- e) Ability to work with minimum supervision.
- f) Capacity to work with and establish working relationships with government and international development partners.
- g) Excellent oral and written communication skills in English.
- h) Ability to work as a member of a multi-disciplinary and multi-cultural team.
- i) Experience with multi-country and multi-donor projects.
- j) Experience and skills in the Microsoft Suite of programmes (including Microsoft Project, MS Excel, Word) and database programs.

V. REPORTING REQUIREMENTS/PROCEDURES

The Project Manager will work under the direction of the Head of HSD and will collaborate closely with other members of the Project Management Team, EDMU, CBU, and other teams in the OECS Commission, OECS Member States, and other, relevant government institutions and authorities.

All Reports listed in Table 1 shall be prepared and submitted in Microsoft Word format or other agreed format via electronic mail or web platform.

The Consultant will be based in Saint Lucia. If the selected Consultant resides outside of Saint Lucia, the contract will specify the minimum number of travel days, and travel-related costs will be reimbursed.