



MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION, SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING

Francis Compton Building, Waterfront, Castries
Telephone: 758 468 5288 / Fax: 758 453 2299

GOVERNMENT OF SAINT LUCIA/ OECS SKILLS AND INNOVATION PROJECT

REQUEST FOR EXPRESSIONS OF INTEREST: INNOVATION AND ENTREPRENEURSHIP SPECIALIST

The World Bank's Board has approved US\$36 million to Grenada, Saint Lucia and the Organization of Eastern Caribbean States (OECS) Commission from the International Development Association (IDA) of the World Bank Group to finance the OECS Skills and Innovation Project. Each participating country will receive funding in the amount of US\$15 million credit while the OECS Commission will receive an IDA grant in the amount of US\$6 million. The project consists of four components as described in the background section.

In Saint Lucia, the Project will be implemented by a Project Implementation Unit (PIU) that will carry out the activities in pursuit of accomplishing the objectives. The PIU will be headed by a Project Manager (PM) who reports to the Permanent Secretary (PS), Department of Education, Innovation and Vocational Training and will be located at the Department of Education, Innovation and Vocational Training (DOE).

The Department of Education, Innovation and Vocational Training, the Project Executing Agency, now invites interested eligible individuals to submit Expressions of Interest for the position of **Innovation and Entrepreneurship Specialist**. The **Innovation and Entrepreneurship Specialist** will work closely with the other members of the PIU and the Innovation Division of the Department of Education, Innovation and Vocational Training.

The **Innovation and Entrepreneurship Specialist** shall be responsible for providing technical inputs and guidance to the PIU and Innovation Division, particularly related to the implementation of the activities related to innovation and entrepreneurship of the OECS Skills and Innovation Project.

The duration of this assignment is expected to be from August 2024 until January 2030. Contracts will be offered for twelve (12) months at a time, and will be subject to renewal based on job performance.

Expressions of Interest will be evaluated based on the following: expertise, qualifications and experience in undertaking similar assignments. The Expressions of Interest should include the Consultant’s updated curriculum vitae including: (i) personal and technical skills, (ii) experience in working with similar projects in developing countries, and (iii) the names of at least three (3) references with contact information (e-mail address and telephone).

In the evaluation of submissions, consideration will be given to technical competence, qualifications and experience - as delineated in the attached Terms of Reference for this position,- local and regional experience on similar assignments, and existing commitments.

Following the assessment of submissions, the most technically capable and appropriately experienced applicants will be invited to an interview. The Department of Education, Innovation and Vocational Training reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. The Department of Education, Innovation and Vocational Training will not be bound to assign any reason for not shortlisting any applicant, and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

Applications must be submitted in English to the address below and reach the Office of the Permanent Secretary, Department of Education, Innovation and Vocational Training no later than **4:00 pm** local time on **Friday, November 08, 2024**.

Permanent Secretary
Policy & Administration Unit
Department of Education, Innovation and Vocational Training
4th Floor, Francis Compton Building
Waterfront, Castries
SAINT LUCIA

Please note that the sealed envelope containing each submission should include the name and address of the applicant, and shall be clearly marked "**OECS Skills and Innovation Project- Title of Position**".

Further information including details of the project may be obtained by contacting 468 3219/5285/5258/5259 between 9:00 am and 4:00 pm local time, Monday to Friday, or by emailing cpusecretary@education.gov.lc

OECS Skills and Innovation Project –P179210

PROJECT MANAGEMENT DUTIES/RESPONSIBILITIES, SKILLS AND QUALIFICATIONS

Terms of Reference for Innovation and Entrepreneurship Specialist

Background

The OECS Skills and Innovation Project will provide for investments in post-secondary education to promote transversal and advanced technical skills among youth while strengthening regional cooperation in post-secondary education. Over the next six years, the project will benefit 40,000 youth (18 to 34 years of age) who are currently enrolled or will enroll in post-secondary institutions in the OECS region, and who will benefit from regional interventions to foster collaboration in the post-secondary education space. In addition, youth will benefit from the project's provision of new tools to assess priority skills and support teachers, as well as 120 entrepreneurs and firms that would participate in collaborative innovation projects. The project will also foster collaborative innovation within OECS Member states.

The project consists of four components as follows:

- 1. Fostering regional collaboration for skills and innovation in the post-secondary space.** Develop an overarching regional strategic framework for post-secondary education and design mechanisms to enhance collaboration among OECS Member States on post-secondary education, improve post-secondary data at the regional level, and develop a regional innovation ecosystem with strong participation of post-secondary institutions.
- 2. Strengthening post-secondary institutions and collaborative innovation.** Provide direct support to National Colleges and other selected post-secondary institutions in participating countries to implement Regional Enhancement Plans (REPs), support collaborative innovation projects, and develop new or enhance existing programs to foster priority skills, with the objective

of promoting improved learning environments, enhanced skills development, and innovation in the OECS to respond to increasing private sector demand for skills.

3. **Project Management and Technical Assistance.** Provide technical assistance to support the implementation of Project activities and finance the establishment and functioning of three Project Implementation Units (PIUs), notably, (i) a PIU in the OECS Commission to procure regional activities for Component 1; and (ii) PIUs in Saint Lucia and Grenada to carry out activities under Component 2. Strengthen selected aspects of the OECS post-secondary education system's performance, strengthen institutional capacity, and support project management.
4. **Contingent Emergency Response Component (CERC).** Facilitate the use of critical resources in the event of an eligible national emergency. It will have an initial zero budget allocation but would allow for rapid reallocation of project funds in the event of an eligible natural disaster or crisis that has caused or is likely to imminently cause major adverse economic and/or social impacts.

The Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training (MoE) will work closely with the Saint Lucia Project Implementation Unit (PIU) for the implementation of Project activities. The services of an Innovation and Entrepreneurship Specialist are hereby being sought.

Objective:

The **Innovation and Entrepreneurship Specialist** is expected to provide technical assistance to foster collaborative innovation between faculty and students of post-secondary institutions, entrepreneurs, private sector and other stakeholders participating in the OECS Skills and Innovation Project. The **Innovation and Entrepreneurship Specialist** will also carry out specific research, partnering and other technical activities for supporting the implementation of project activities focused on innovation and entrepreneurship to ensure adequate project implementation and sustainability in his/her full dedication to the implementation of the OECS Skills and Innovation Project.

Terms of Assignment

The **Innovation and Entrepreneurship Specialist** will report to the Project Manager. The salary assigned to this post will be consistent with the level of responsibility envisaged and within the scope of the Government of Saint Lucia's salary scale. It must be noted that this post does not include relocation allowance.

Duties and Responsibilities:

The **Innovation and Entrepreneurship Specialist** is expected to provide technical assistance, guidance and expertise in the areas of innovation and innovation-led entrepreneurship to the PIU and to the Innovation Division to support the successful implementation of the innovation and entrepreneurship-focused activities of the Project, inter alia, the evaluation and awarding of competitive matching grants for innovation-led entrepreneurial initiatives. The duties and responsibilities of the **Innovation and Entrepreneurship Specialist** will include, but are not limited to:

1. Provide technical support to the PIU and the Innovation Division in the implementation of the Project activities related to innovation and entrepreneurship.
2. Support innovation ecosystem development and entrepreneurship development for boosting student employability and entrepreneurship opportunities through collaborative innovation initiatives with industry partners in accordance with Subcomponents 1.2 and 2.3 of the Project.
3. Support the drafting of the Regional Grants Manual, in collaboration with OECS and Grenada counterparts, as per Subcomponent 2.3 of the Project, in collaboration with the Innovation Division.
4. Support implementation of competitive matching innovation grants in accordance with the Regional Grants Manual as per Subcomponent 2.3 of the Project, in collaboration with the Innovation Division.
5. Collaborate with the OECSC in activities related to the Knowledge, Technology, and Innovation Platform (KTIP), in accordance with Subcomponents 1.2 and 2.3 of the Project.
6. Support the development of the entrepreneurial and innovation national agenda in Saint Lucia, with special focus on post-secondary education institutions in Grenada and Saint Lucia, based on institutional and regulatory assessments that will inform action plans at institutional and national levels, as per Subcomponent 2.3 of the Project.

7. Identify opportunities and recommend solutions that will enhance or improve current processes to promote and support innovation and entrepreneurship in Saint Lucia, within the objectives of the Project.
8. Review and prepare analysis, research and recommendations on trends and innovation-related issues in the Project prioritized sectors, including innovative technologies and approaches and their relevant sustainable application, particularly in the context of small island developing states, within the objectives of the Project.
9. Identify and promote emerging technologies, research, insights, recommendations and innovative solutions to make production processes and services more sustainable, resilient and productive, within the objectives of the Project.
10. Advise on impacts, risks and recommendations regarding the adoption of technologies and innovation for sustainable entrepreneurship and productivity growth, within the objectives of the Project.
11. Collaborate with Innovation Division to draft Regional Grants Manual, which will detail how the competitive matching grants for innovation will be implemented.
12. Develop and lead collaborative efforts, events (virtual and in-person), and establish strategic relationships with key stakeholders in the post-secondary education institutions, public sector, private sector, diaspora, and civil society in Saint Lucia, the OECS and beyond, for successful implementation of the Project, including developing strategies for stakeholder engagement.
13. Encourage divergent thinking, greater curiosity, and multidisciplinary teamwork for incorporating changes to processes to improve production and/or increase resilience.
14. Maintain integrity, confidentiality and professionalism in the conduct of duties.
15. Coordinate in conjunction with the Innovation Division, Entrepreneurship and Innovation activities or research projects.
16. Monitor the implementation/progress of innovation and entrepreneurship activities and/or research projects, ensuring that end-of-activity reports are submitted in a timely manner.
17. Provide monthly and quarterly reports to the Project Manager regarding progression with innovation activities executed in accordance with Component 2 of the Project.
18. Attend all meetings relevant to the OECS Skills and Innovation Project.
19. Any other duties as assigned by the DOE and/or Project Manager.

Skills and Qualifications (Minimum Requirements):

Master's Degree in Innovation, Entrepreneurship, International Trade, Business Management or Administration, Engineering or related field, along with a minimum of five (5) years' relevant professional experience in innovation and entrepreneurship development;

OR

Bachelor's Degree in Innovation, Entrepreneurship, International Trade, Business Management or Administration, Engineering or related field, along with a minimum of ten (10) years' relevant professional experience in innovation and entrepreneurship development.

Additional Competencies:

1. Demonstrated experience in the Saint Lucian and broader Caribbean innovation and entrepreneurship ecosystems.
2. Prior exposure and ability to identify and connect a network of key industry players and stakeholders.
3. Knowledge and experience with collaborative innovation would be an asset.
4. Relevant experience on innovation and entrepreneurship in the private sector would be an asset.
5. Solid understanding of policy and regulatory issues related to innovation and entrepreneurship development and in-depth knowledge in at least one thematic area.
6. Knowledge and experience with Intellectual Property Rights (copyright, trademarks, patents, etc.) would be an asset.
7. Experience in managing innovation or applied research projects on matching grants for entrepreneurs or applied research projects would be an asset.
8. Experience in business development and innovation hubs would be an asset.
9. Proven project management skills. Certification in Project Management would be an asset.
10. Excellent communication, writing, presentation and analytical skills.
11. Highly organized and capable of working independently.
12. High integrity, strong result orientation, and a drive for excellence and taking initiative.
13. Ability to work well with a range of stakeholders and strong interpersonal and team skills.
14. Demonstrated resourcefulness and initiative.

Selection Criteria:

- a. Strong background knowledge of industry-related legal and regulatory policies, frameworks, methodologies and standards in the Caribbean region related to innovation and entrepreneurship.
- b. Knowledge of innovation opportunities and challenges in the context of developing countries, particularly small states.
- c. Project management, problem-solving, negotiation and decision-making skills, with the ability to manage time, prioritize and meet deadlines in a fast-paced environment.
- d. Ability to exercise initiative, judgement, tact and diplomacy in the execution of duties.
- e. Advanced research, analytical and social science skills with ability to effectively assist with functions of designing a sustainable Innovation Ecosystem.
- f. Should be eligible to work on site in Saint Lucia.

Duration

The initial contract for the Innovation and Entrepreneurship Specialist will be for a period of twelve (12) months. The renewal of the Consultant's contract will be based on satisfactory performance determined on the basis of, inter alia, the evaluation of his/her performance of services using agreed targets and milestones. Performance appraisals will be undertaken every six (6) months, during which performance will be assessed against agreed-upon Key Performance Indicators (KPIs).