

## **TERMS OF REFERENCE**

### **Technical Specialist for Innovation and Entrepreneurship**



## **REQUEST FOR EXPRESSIONS OF INTEREST**

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

**Assignment Title: Technical Specialist for Innovation and Entrepreneurship**

**Reference No. LC-OECS COMMISSION-458565-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 Technical Specialist for Innovation and Entrepreneurship.

The main objective of the consulting services (“the Services”) is to strengthen the innovation and entrepreneurship ecosystem in the OECS by supporting the effective implementation of Subcomponent 1.2 the OECS Skills and Innovation Project and providing technical advice to Project participating countries in relation to the regional grants manual.”

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 7 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](mailto: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 **Wednesday, February 26, 2025** to:

**Yasmine Anatole, Procurement Officer**

At the following email address: [procurementbids@oecs.int](mailto:procurementbids@oecs.int)

copied to: [sisera.simon@oecs.int](mailto: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: Technical Specialist for Innovation and Entrepreneurship”**.

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

**Country:** Regional

**TC Title:** Organisation of Eastern Caribbean States (OECS)  
Skills and Innovation Project (SKIP) (P179210)

**Terms of Reference**

**1. BACKGROUND AND OVERVIEW**

The Organisation of Eastern Caribbean States (OECS) has initiated the Skills and Innovation Project to foster economic growth and development within the region.

The Project seeks to enhance post-secondary education and innovation investments among OECS Member States, promoting higher quality teaching and learning, generating more relevant education programmes, contributing to the regional innovation ecosystem, and better preparing students for the ever-changing world of work. It also aims to build human capital needed for countries to transition to lower-carbon economies by enhancing skills, fostering innovation, and engaging entrepreneurs in collaborative innovation

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 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 (C1 - C4) as follows:

1. C1: 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. C2: 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. C3: 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 (OECSC) 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. C4: 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.

For the OECS Commission (OECSC), the Project is divided into two Components. Under Component 1, the OECS Commission (OECSC) will support the development of an overarching regional strategic framework for post-secondary education and of mechanisms to enhance collaboration among OECS Member States on post-secondary education, the improvement of post-secondary data at the regional level. The OECSC will also support the development of a regional innovation ecosystem with strong participation of post-secondary institutions. Component 2, which will be implemented by Grenada and Saint Lucia at the national level, will provide direct support to post-secondary institutions to develop new or enhance existing programs for priority skills, and support collaborative innovation projects, with the objective of promoting improved learning environments and fostering better skills and innovation in the OECS to respond to increasing private sector demand for skills.

## **2. FOSTERING REGIONAL COLLABORATION FOR SKILLS AND INNOVATION IN THE POST-SECONDARY SPACE**

Component 1.2, implemented by the OECSC, benefits all OECS Member States by enhancing regional collaboration in post-secondary education and strengthening regional innovation ecosystems with private sector participation. The OECSC will be responsible for the following innovation and entrepreneurship-related activities under the OECS SKIP Project:

- 1) Lead the creation and operationalization of the Knowledge Technology and Innovation Platform (KTIP). This would be a virtual platform to foster knowledge exchanges, networking, and collaboration in innovation activities in the Project's prioritized sectors (e.g., sustainable agroindustry, blue economy, bioeconomy, circular economy, smart and sustainable tourism, renewable and clean energies, health sciences, and creative industries) for post-secondary education institutions, entrepreneurs, firms, the diaspora, and other key ecosystem actors.

The purpose of the platform will be to address the disconnect between the private sector and key players in the innovation ecosystem. It will also seek to address the information gaps, the lack of collaborative initiatives, and weak ecosystem linkages in general, which affect the youth labour market. The platform is also expected to foster discussions and collaborations on innovative solutions for mitigation, adaptation, and building resilience to climate change.

The OECSC will seek to leverage existing platforms and collaborative tools. An assessment of existing platforms will be carried out to determine the way forward.

- 2) Lead the organization of virtual and in-person activities to share knowledge and promote collaboration on innovation activities to generate momentum around innovation-led entrepreneurship.

The outcomes of these activities will integrate into and support the implementation of other Project's components, including virtual knowledge exchanges for faculty and students at post-secondary education institutions and their connection to labour market opportunities. Once operational, the platform and activities will also be leveraged to identify potential innovation projects, collaborators, and investors for competitive grants for collaborative innovation to be implemented under the Project.

Also, the KTIP will be leveraged to establish a pool of recognized experts, practitioners, and scholars to be invited as evaluators and selectors of the project's grants beneficiaries.

### **3. THE ROLE OF THE TECHNICAL SPECIALIST FOR INNOVATION AND ENTREPRENEURSHIP**

In this context, the OECSC is seeking to recruit a Technical Specialist - Innovation and Entrepreneurship (TSIE) to lead the innovation and entrepreneurship-related activities to be implemented by the OECSC as part of the OECS SKIP Project. The TSIE will additionally serve as liaison between the OECSC through the Regional Project Implementation Unit and the Project participating countries for the successful implementation of the Project innovation components as per the Project Documents. Finally, the TSIE will provide guidance and expertise in matters related to innovation and entrepreneurship development. The TSIE will report jointly to the Education Development and Management Unit (EDMU) specifically the OECS SKIP Project and Competitiveness Business Unit (CBU).

#### **3.1 OBJECTIVES**

The objective of this role is to strengthen the innovation and entrepreneurship ecosystem in the OECS by supporting the effective implementation of Subcomponent 1.2 the OECS Skills and Innovation Project and providing technical advice to Project participating countries in relation to the regional grants manual."

### **3.2 SCOPE OF THE WORK**

The focus of the TSIE role will be the strategic aspects of the development and operationalization of the KTIP. The TSIE is therefore expected to provide guidance, technical assistance, and support to the OECS in the creation, procurement, operationalization, and implementation of the KTIP, and in the conceptualization and implementation of knowledge exchange, networking and collaboration activities and innovation inducement instruments. Also, it will support the OECS in providing technical advice to Project participating countries in the preparation of the Regional Grants Manual.

The TSIE will be responsible for the following activities:

#### **A. Development and Implementation of the KTIP**

1. Provide strategic and technical oversight to the overall design concept and setup of the KTIP to meet stipulated technical and functional System Requirements Specification (SRS).
2. Manage the development of end-user, administrator, and operation manuals for the KTIP
3. Facilitate the conduct of stakeholder awareness, promotion, demonstration, training, and capacity building in the use of the KTIP.

#### **B. Management and Curation of the KTIP including content and interactions**

1. Supervise the organization, and presentation of online content and information
2. Support general programme coordination as required by the Project and the CBU Head of Unit (HOU).
3. Support the management and maintenance of databases on project beneficiaries and stakeholders.

#### **C. Conceptualization and implementation of the knowledge exchanges and the innovation inducement instruments**

1. Lead the organization of online and in-person activities to share knowledge, build capacity and promote collaboration on innovation activities around topics of common interest and relevant to OECS countries, with particular focus on climate action in prioritized sectors, in partnership with the private sector, the diaspora community, willing post-secondary institutions, and representatives of OECS Member states, including the National Project Implementation Units (NPIUs) in OECS SKIP participating countries of Grenada and Saint Lucia.
2. Lead the implementation of at least one initiative to induce innovation (prize, competition, or hackathon) in the OECS region to address specific challenges relevant to OECS countries, including climate-related, and within the project prioritized sectors, in partnership with the private sector, the diaspora and representatives of OECS Member states, including the NPIUs.
3. Network, partner, and build relationships with the country teams, other OECS Member States and key regional stakeholders in the ecosystem to especially foster innovation in blue and green businesses.
4. Facilitate collaborative initiatives and activities, for example innovation hubs, incubators, and accelerators to complement the KTIP for building networks.

5. Collaborate with national, regional, and international institutions to develop and disseminate programme marketing information to attract participants, coordinate investors, and build awareness about innovation and entrepreneurship on the OECS SKIP Project.

#### **D. Supporting the Regional Grants Programme**

1. Contribute to the design of the Regional Grants Manual to provide support and guidance to the Grants Programme to be implemented at the National Level for participating countries.
2. Provide support and guidance as the Regional Grant Manual seeks the approval of the Regional Project Steering Committee
3. Collaborate with NPIUs in setting up a pool, through KTIP, of recognized experts, practitioners, and scholars to be invited as evaluators and selectors of project grants beneficiaries.

#### **E. Monitoring and Reporting**

1. Develop a robust monitoring and evaluation framework to assess the value contribution of the KTIP, knowledge exchanges and inducement instruments to beneficiary firms and entrepreneurs; promoting gender equality and social inclusion by ensuring that women, youth, and marginalized groups have equal access to opportunities and resources are significantly represented in all activities.
2. Support the PIU in monitoring and reporting approved OECS SKIP Project indicators related to activities led by the OECSC.
3. Work with the RPIU/Project Coordinator to assess the KTIP's overall impact, cost-effectiveness, sustainability, and potential for scaling up and replication focusing on case studies, and best practice guidelines to document project achievements and lessons learned.
4. Collate and analyze data from the collaboration events and activities on the virtual platform to identify opportunities for innovation collaborative projects, information or developments related to priority sectors, ecosystem-related challenges identified by the participants, and other data related to strengthening the innovation ecosystem in the OECS.
5. Prepare and submit quarterly reports detailing the capacity-building activities conducted, stakeholder engagement, and other project activities undertaken for the OECS SKIP Project.
6. Prepare and submit a final report at the end of the project

#### **F. Other Activities**

1. Attend regular Project Team meetings and other project-related activities as required.
2. Represent the OECS SKIP Project at engagements related to innovation and entrepreneurship
3. Liaise with stakeholders to exchange relevant information

#### 4. DURATION OF THE ASSIGNMENT

The assignment is expected to be undertaken within 630 professional days and is scheduled to be implemented over five (5) years commencing no later than July 2025 to December 31, 2029. The initial contract will be issued for a two (2) year period, renewable upon successful completion.

#### 5. DELIVERABLES

The Consultant will be required to submit the following reports and deliverables:

Deliverable	Due no Later Than	Number of Days	Payment (%)
Inception Report and Workplan	July 15, 2025	6	10%
<ul style="list-style-type: none"> <li>Draft Grants Manual</li> </ul>	August 20, 2025	7	3%
<ul style="list-style-type: none"> <li>Quarterly Reports on the status and progress of the execution of the assignment including the following specific elements on the dates and during periods specified.</li> </ul>	Beginning September 30 2025 and continuing to December 31, 2029	90	22.5% (5.625.% for each report)
<ul style="list-style-type: none"> <li>Progress reporting on the overall design concept and setup of the KTIP to meet stipulated technical and functional System Requirements Specification (SRS) and the development of end-user, administrator, and operation manuals for the KTIP.</li> </ul>	Beginning January 31, 2026 to December 31, 2026	130	12% (3% per report).
<ul style="list-style-type: none"> <li>Reporting on the conduct of stakeholder awareness, promotion, demonstration, training, capacity building and effective use of the KTIP.</li> </ul>	February 28, 2027	40	10%
<ul style="list-style-type: none"> <li>Reporting on the management and Curation of the KTIP and Support to Programme Coordination</li> </ul>	Beginning June 30, 2027, to the end of the Project.	185	15% (1.67% per report)
<ul style="list-style-type: none"> <li>An action plan with clear objectives, activities, timelines, performance indicators and a robust monitoring and evaluation framework, to induce collaboration among post-secondary education institutions, entrepreneurs, firms, the diaspora, and other key ecosystem actors around innovation in the Project's prioritized sectors.</li> </ul>	June 30, 2027	30	11.5%
<ul style="list-style-type: none"> <li>Reporting on the set of activities implemented to induce</li> </ul>	Beginning September 30, 2027	125	16%



Deliverable	Due no Later Than	Number of Days	Payment (%)
collaboration among post-secondary education institutions, entrepreneurs, firms, the diaspora, and other key ecosystem actors around innovation in the Project's prioritized sectors			
Final Report to include the following: <ul style="list-style-type: none"> <li>● Assessment of the KTIP's overall impact, cost-effectiveness, sustainability, effective interaction of stakeholders (particularly firms and entrepreneurs), and potential for up scaling and replication.</li> <li>● Collation and analysis of data from the collaboration events and activities on the KTIP.</li> </ul>	November 30, 2029	17	

**6. REPORTING REQUIREMENTS**

The TSIE will report to CBU and work closely with the OECS SKIP Project Manager and RPIU within the EDMU.

**7. QUALIFICATIONS AND EXPERIENCE**

The TSIE should meet the minimum experience and qualifications, below for their selection.

**7.1 QUALIFICATIONS**

- 7.1.1 At minimum a Master Degree in Business Administration / Management, Economics, Entrepreneurship, Innovation, Marketing, Operations, ICT, or related fields.
- 7.1.2 Certifications and or Membership or affiliations to recognized professional institutions in the above fields of study would be an asset.

**7.2 EXPERIENCE**

- 7.2.1 At least eight (8) years' experience coordinating or implementing Innovation and Entrepreneurship programmes and initiatives at the regional or national level with emphasis on Micro Small and Medium Enterprise (MSME) and entrepreneurs in the OECS is required.

- 7.2.2 At least 5 year's demonstrated experience providing technical assistance to Business Support Organisations (BSOs), MSMEs and entrepreneurs in the OECS is highly desired.
- 7.2.3 At least 3 years' experience developing project proposals and implementing donor funded projects is desired.
- 7.2.4 A proven track record delivering successful business ecosystem development interventions to build the capacity of stakeholders in a complex, demanding environment is highly desired.
- 7.2.5 At least 5 years' experience collaborating with regional and international partners to organize and facilitate networking and technical training events (virtual and in-person) related to innovation and entrepreneurship is required.

### **7.3 SKILLS AND COMPETENCIES REQUIRED**

- 7.3.1 The ability to customize business support and innovation models based on participants' level of business development, industry sector, management skills, and the cultural context of the OECS, while ensuring standardized, objective criteria are applied for analyzing the participants is consistently required;
- 7.3.2 Excellent presentation and written communication skills;
- 7.3.3 Excellent facilitation and interpersonal skills, with the ability to engage effectively with diverse stakeholders;
- 7.3.4 Excellent computer literacy skills particularly in Microsoft and Google applications;
- 7.3.5 Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Google Hangouts, Microsoft Teams, Webex, Go to Meetings, etc. to work with collaborative teams across different locations and with different technical skills;
- 7.3.6 Aptitude to manage competing messages and priorities with multiple audiences;
- 7.3.7 Fluency in English.

### **7.3 SKILLS AND COMPETENCIES DESIRED**

- 7.3.1 Ability to translate complex ideas from various fields sources into unified, clear guidance;
- 7.3.2 Good database management skills with research and analytical skills; such as conducting assessments, data collection and analysis tools to gather information on diverse stakeholder groupings (including Google forms, JotForm and Survey Monkey, MS Excel);
- 7.3.3 Good leadership and coaching skills to develop strategies, and provide technical assistance in the areas of innovation and entrepreneurship;
- 7.3.4 Ability to build and maintain meaningful working relationships;
- 7.3.5 Proficiency in French would be an asset.