



Government of Saint Lucia

Department of Sustainable Development

Terms of Reference for Project Finance, Monitoring & Evaluation Officer under the *“Supporting the Shift to Electric Mobility in Saint Lucia” Project*

Background:

The Government of Saint Lucia (GOSL), through its updated Nationally Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change (UNFCCC), has articulated its intention to reduce its greenhouse gas emissions by 7% by 2030 in the energy sector - relative to 2010 emissions data. It proposes to do so through mitigation-focused interventions, which include increasing the uptake of electric vehicles (EVs).

To this end, the Department of Sustainable Development and the Energy Division have been undertaking efforts to increase the uptake of EVs in Saint Lucia. One of these interventions is the execution of a three-year project funded by the Global Environment Facility (GEF) and implemented by the United Nations Environment Programme (UNEP). The Project entitled “Supporting the Shift to Electric Mobility in Saint Lucia (GEF 7 EV)” aims to accelerate the introduction of electric mobility in Saint Lucia through capacity-building and electric vehicle demonstration and prepare it for scaling-up and replication through the development of electric mobility policies, business models and finance schemes.

It comprises four components: 1) Institutionalization of low-carbon electric mobility, 2) Short term barrier removal through low-carbon e-mobility demonstrations, 3) Preparing for scale-up and replication of low-carbon electric mobility and 4) Long-term environmental sustainability of low-carbon electric mobility.

Objectives of the Assignment:

The objective of this position is to provide Finance, Monitoring and Evaluation support to the Project Management Unit for the successful implementation and achievement of project outputs.

Responsibilities:

Finance

- I. Work in close collaboration with the Chief Technical Advisor (CTA) for budget and expense planning to inform project management decisions;
- II. Support the CTA in developing tenders for procurement, evaluating bids and making recommendations;
- III. Record and maintain all project related financial documentation and ensure availability upon request by the CTA or UNEP;

- IV. Monitor project budget and expenditure and ensure disbursements are done in compliance with the guidelines provided in the project documents and moreover, that such disbursements comply with the processes and procedures of UNEP and GOSL;
- V. Provide necessary financial information as and when required for project management decisions;
- VI. Review annual budgets and project expenditure reports, and bring to the attention of the CTA any discrepancies or issues;
- VII. Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports;
- VIII. Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
- IX. Liaise with the Department's Accountant on a monthly basis to prepare accurate financial reports and ensure project workplan and activities are on budget;
- X. Validate and certify forms before submission to UNEP;
- XI. Act as the focal point for audit purposes, ensuring information is readily available upon request.

Monitoring & Evaluation

- I. Assist CTA in monitoring contracts and contract deliverables;
- II. Develop a detailed Monitoring & Evaluation Framework (M&EF) to guide the project implementation;
- III. Ensure project's M&E meets the requirements of the GOSL and UNEP-GEF;
- IV. Be responsible for the collection and analysis of all data and information required for the compilation of all reports;
- V. Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results;
- VI. Develop and coordinate the implementation of the stakeholder engagement plan;
- VII. Oversee and coordinate the monitoring and evaluation of the project demonstrations;
- VIII. Monitor data from the various activities on a quarterly basis and provide substantive inputs to regular management briefs to inform decision making;
- IX. Ensure monitoring and evaluation findings and recommendations are integrated into the project implementation and decision making;
- X. Oversee and ensure implementation of the project's M&E plan, including periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results;
- XI. Monitor project progress and participate in the production of progress reports for UNEP and GOSL, ensuring that they meet the necessary reporting requirements and standards;
- XII. Visit project sites as and when required to appraise project progress on the ground and validate written progress reports;
- XIII. Support project site M&E and learning missions;
- XIV. Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products;
- XV. Facilitate audits and terminal evaluation of the project;

Qualifications and Experience:

- A Bachelor of Science degree in economics or in accounting/ financial management;
- At least five years of relevant work experience preferably in a project management setting involving multi-lateral/ international funding agency. Previous experience with UNEP or UN project will be a definite asset;
- At least five years' experience in collating, analyzing and writing up results for reporting purposes;

Competency, Knowledge, Skills and Abilities

- I. Ability to Ensure accuracy and completeness of data and reports, and to identify and address errors;
- II. Ability to manage diverse stakeholders tactfully, courteously and diplomatically;
- III. Ability to build and maintain relationships with partners, colleagues, and other stakeholders, and work effectively in a team environment;
- IV. Ability to think critically and strategically, and to use data and analysis to inform project decision-making;
- V. Ability to demonstrate sound knowledge of results-based management and project cycle management, particularly regarding M&E approach and methods. Formal training in RBM/ PCM will be a definite asset;
- VI. Familiarity with Theory of Change monitoring;
- VII. Knowledge and working experience of the application of gender mainstreaming in international projects;
- VIII. Proficiency in the use of computer software applications particularly MS Excel;
- IX. Demonstrable sound work ethics;
- X. Experience in research for data collection, analysis and production of reports;
- XI. Awareness of and sensitivity to government and civil society interactions/politics;
- XII. Ability to manage multiple tasks, prioritize, plan and coordinate work and meet tight deadlines.

Language Requirements: Fluent in written and spoken English

Restrictions:

To ensure impartiality, the F,M &E Officer must not in any way be affiliated with business entities that will provide goods or services to the project.

Reporting and Supervision:

The Finance Monitoring & Evaluation Officer will report to and work under the guidance/supervision of the CTA. He/she is expected to report to/respond to the Chief Sustainable Development and Environment Officer/ Project Director or his/her designate and the Permanent Secretary when required.

Duration of engagement:

The Finance, Monitoring & Evaluation Officer will be engaged for one year in the first instance, with the possibility of an extension.

Expressions of Interest:

These should be submitted to the Permanent Secretary, Department of Sustainable Development, Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training, via email address: sustainable.devt@govt.lc no later than **July 14, 2023**. Submissions must include a cover letter expressing interest, Curriculum Vitae and relevant proof of academic qualifications, which must be certified.