

OECS Skills and Innovation Project –P179210

PROJECT MANAGEMENT DUTIES/RESPONSIBILITIES, SKILLS AND QUALIFICATIONS

Terms of Reference for Project Officer

Project Background

The World Bank Group Board, through the International Development Association (IDA) 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 has an allocation of US\$15 million credit while the OECS Commission has an IDA grant allocation of US\$6 million.

The OECS Skills and Innovation Project supports 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 (2024-2030), 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. An estimated 1,200 post-secondary graduates are expected to acquire enhanced skills, four innovations are expected to be adopted by entrepreneurs, and at least 120 entrepreneurs and firms are expected to engage in collaborative innovation projects with post-secondary institutions. Overall, the Project is expected to promote higher quality teaching and learning, generate more relevant education programs, contribute to the development of the regional innovation ecosystem, and better prepare current and future students to thrive in the ever-changing world of work. 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.

This supports the development of an overarching regional strategic framework for post-secondary education and the design of mechanisms to enhance collaboration among OECS Member States on post-secondary education. It also supports improvements in post-

secondary data collection at the regional level, and development of a regional innovation ecosystem with strong participation of post-secondary institutions.

2. **Strengthening post-secondary institutions and collaborative innovation.** This provides direct support to National Colleges and other selected post-secondary institutions in participating countries to implement Regional Enhancement Plans (REPs). In addition, it supports collaborative innovation projects, and the development of new or enhancement of existing programs to foster priority skills. These activities have the objective of promoting improved learning environments, enhancing skills development, and innovation in the OECS to respond to increasing private sector demand for priority transversal skills and advanced technical skills.
3. **Project Management and Technical Assistance.** This component provides technical assistance to support the implementation of Project activities and finances 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) is establishing the Saint Lucia Project Implementation Unit (PIU) for the implementation of Project activities. The services of a Project Officer are hereby being sought.

Objective:

The Project Officer is expected to provide support to the Project Manager in the execution of day-to-day operations, planning, implementation, monitoring and reporting on the activities of the OECS Skills and Innovation Project. The Project Officer will work closely with and directly support the PIU in establishing close collaboration with implementing agencies, partners and other relevant stakeholders to ensure effective project implementation, compliance and accountability.

Terms of Assignment

The Project Officer 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 Project Officer will provide technical, operational and administrative support and guidance to the PIU to ensure proper coordination, implementation and monitoring of project activities, with a particular focus on the activities financed under Component 2.1. The duties and responsibilities of the Project Officer will include, but are not limited to:

- Provide input on the development and revision of the Project annual action plan and budget for activities implemented by Saint Lucia.
- Assist with the coordination of all components and activities of the Project including the planning, implementation, monitoring, evaluation and reporting, as stipulated by the Project's Financing Agreement, Project Appraisal Document (PAD), and Project Operational Manual (POM) in a timely manner.
- Provide guidance and support to the post-secondary institutions for the effective execution of Component 2.1 and 2.2. of the Project.
- Provide guidance and support on the development and implementation of technical assistance activities within Component 3 of the Project.
- Provide technical support to the Project Manager, in the event the Government of Saint Lucia triggers the Contingent Emergency Response Component (CERC).

- Provide support to Project Manager in the overall supervision and implementation of project activities.
- Assist in the design and implementation of project surveys and studies when required and secure participation of community stakeholders in project relevant surveys or studies.
- Organize and participate in project related meetings and perform associated tasks of reporting, monitoring, and implementing of project activities as directed by Project Manager.
- Monitor issues and trends in related fields, topics and issues relevant to related project.
- Develop strategic relationships with project partners, agencies and key stakeholders.
- Assist with preparation of monthly and quarterly reports on the status of project execution for the Bank and Government of Saint Lucia by the dates stipulated (in the Financing Agreement with the World Bank) in each year.
- Ensure that all necessary reports are prepared in a timely manner, with inputs from all relevant officers and stakeholders.
- Review and provide feedback on reports compiled by consultants if required.
- Assist with the organization of workshops, training activities, dissemination and outreach events, and other stakeholder consultations, as needed.

Skills and Qualifications (Minimum Requirements):

A Bachelor's degree in Education Policy and Planning, Technical Vocational Education and Training (TVET) or a relevant field from an accredited institution along with a minimum of two (2) years' experience.

Excellent communication, writing and presentation skills.

Highly organized and capable of working independently.

High integrity, strong result orientation and a drive for excellence and taking initiative.

Ability to work well with a range of stakeholders and strong interpersonal and team skills.

Good IT skills, with strong proficiency in Microsoft office.

Demonstrated resourcefulness and initiative.

Eligibility to work in the Caribbean region.

Selection Criteria:

- a. Knowledge of Government's project implementation in the Caribbean region.
- b. Experience in the implementation or coordination of projects financed by Multilateral Development Banks (MDBs) or International Financial Institutions (IFIs) in the Eastern Caribbean.
- c. Training and experience in Education and Project Management.
- d. Familiarity with issues relevant to Post-Secondary Education and Collaborative Innovation.
- e. Suitable academic qualifications.
- f. Certification in Project Management would be an asset.
- g. Knowledge and experience in the Education sector, particularly in Post-Secondary Education would be an asset.

Duration

The initial contract for the Project Officer 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).