

GRENADA

TERMS OF REFERENCE

Project Title:	Unleashing The Blue Economy of The Caribbean (P171833)
Implementing Ministry:	Ministry Of Mobilisation, Implementation and Transformation (MOMIT)
Position:	Monitoring and Evaluation Consultant

Background

The Governments of Grenada, Saint Lucia and St. Vincent and the Grenadines have received financing from the International Development Association and the International Bank for Reconstruction and Development (World Bank) towards the implementation of the Unleashing the Blue Economy of the Caribbean (UBEC) Project. The UBEC Project will be implemented as a Series of Projects (SOP) over a fifteen-year period (with each project having a five-year life cycle) as per projected country demand. The Project's Development Objective (PDO) is to strengthen the enabling environment for the blue economy, economic recovery and resilience of selected coastal assets in participating countries and at sub-regional level. The PDO serves as an overall framework for strengthening the management and resilience of marine and coastal assets to stimulate select OECS economies at the regional, national and community levels. In particular, participating countries will benefit from improved competitiveness in two critical, interconnected sectors – tourism and fisheries – and one underlying enabling infrastructure service, waste management.

The Project is comprised of four components implemented in the tourism, fisheries and waste management sectors in the three Eastern Caribbean countries and at the regional level through the OECS Commission. A summary of the components is as follows:

1. **Component 1 involves both institutional/policy strengthening and capacity building, comprising of national and regional level interventions.** Subcomponent 1.1., implemented by the OECS Commission at the regional level, will support: i) renewal of the OECS Common Tourism Policy to increase competitiveness based on a blue economy approach; ii) update of the OECS Regional Fisheries Policy and develop a regional strategy for Illegal, Unreported and Unregulated (IUU) fishing; and, iii) the use of Management Strategy Evaluation processes to enhance collaboration between resource managers and decision makers and to explore the trade-offs in performance of promising candidate management strategies through national, sub-regional and regional processes, and iv) the development of an OECS Waste Management Policy and Action Plan, and other regional policy reforms to address marine litter. Subcomponent 1.2, implemented by each participating country, aims to support development and implementation of sector standards, policies, and operational guidelines as well as capacity development to ensure the region has access to a skilled workforce (e.g., specialized skills targeting new tourism

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and fisheries products to reach domestic and export markets; internet and social media marketing; greening operations to address climate adaptation and mitigation).

2. **Component 2 will focus on innovative finance mechanisms to direct investments into economic activities that enhance ocean health and resilience, leading to an increase in employment and greater GDP contribution from ocean assets.** Sub-component 2.1 (a) will support business development services (BDS) and matching grants to increase the productivity, job creation, and upgrade the capabilities of MSMEs and communities within blue economy value chains. Subcomponent 2.1. (b) Will finance the expansion of the Caribbean Ocean and Aquaculture Sustainability Facility (COAST) fisheries risk insurance scheme. Sub-component 2.2 will scale up coastal infrastructure investments in tourism, fisheries/aquaculture, and waste management that are sustainable, technologically advanced and resilient.
3. **Component 3 is a Contingent Emergency Response Component (CERC)** to be able to reallocate funds during the life of the project to respond to crises.
4. **Component 4 will ensure effective project implementation, monitoring of activities and final project evaluation.** The component will finance goods, consulting and non-consulting services, training and operating costs of the Project Implementation Units (PIU) in each country for expenditures related to project activities, including compliance with environmental and social standards, stakeholder and citizens' engagement, and grievance redress mechanisms.

Main Objective

UBEC Grenada Project will be implemented through a Project Implementation Unit (PIU) within the Ministry of Mobilisation, Implementation and Transformation. Thus, through this Consultancy, the Ministry is seeking to contract a Monitoring and Evaluation (M&E) Consultant to join the PIU.

The main objective of the M&E Consultant is to develop and administer tools and mechanisms to systematically track, measure and report the performance of the Project using the Results Framework while providing strategic information for evidence-based decision making. As part of the assessment process, due diligence will be conducted by verifying applicants' certificates and background. The selected applicant will be invited to an interview.

Contract Duration and Conditions

- The Consultant will be engaged on a part-time basis for an initial period of twelve (12) months with the possibility of renewal based on satisfactory performance.

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- The Consultant will be expected to serve a probationary period of three (3) months and annual reviews subsequently. Performance will be appraised according to agreed-upon Key Performance Indicators.
- This Consultancy is based in Grenada, not remotely and may involve travel regionally.
- He/she will report directly to the Project Coordinator and work closely with all relevant ministries and agencies involved in the project to facilitate effective monitoring of results across the Project including the OECS Commission.

The Responsibilities of the M&E Consultant:

Planning and Management

- Contribute to the development of the Project's annual planning processes.
- Lead the development of the M&E Component of the Project.
- Identify the most appropriate M&E software for the project to support efficient and effective implementation of program activities, including the design of a custom project database.
- Coordinate with other Ministries in respect to subprojects and M&E, as needed.
- Manage internal and external communications with respect to project M&E.

Monitoring and Evaluation

- Responsible for developing and maintaining M&E systems necessary to track, analyze, and report on project activities.
- Ensure the project complies with the M&E requirements of both the Government and the World Bank.
- Develop, review and implement the Project's M&E framework using the Results Framework.
- Maintain the necessary level of technical and operational skills to fulfil the duties outlined.
- Support the development of the project risk management plan.
- Provide strategic and operational level M&E advice. Ensure effective day to day administration of the M&E framework, including ensuring accuracy and timeliness of M&E reports, maintaining comprehensive M&E records, ensuring project files and records are established and maintained in both electronic and paper form.

M&E Reporting

- Continuous development of the project M&E system and results framework, ensuring sufficient detail whilst at the same being straightforward and realistic;
 - To enable reporting by component, sub-component, and activity;
 - Including survey design, implementation and review; and
 - Ensuring the compilation, analysis and presentation of M&E results data.
- Ensure timely and accurate monthly reports.
- Ensure timely and accurate quarterly reports to the World Bank.

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- Contribute to the delivery of the UBEC quarterly project reports.
- Contribute to the preparation of the Biannual progress reports, for submission to the World Bank and the Project Steering Committee.
- Conduct annual beneficiary surveys

Mentorship

- Develop a Mentorship Framework for the contract term
- Ensure that the UBEC Grenada extended implementation team receives appropriate training in M&E.
- Mentor at least one officer within the Ministry of Mobilisation, Implementation and Transformation in the specialized skills of M&E (if required).

Other Duties

- Perform other relevant and related duties reasonably requested by the Project Manager.

Key deliverables

Activity	Timing
Develop and implement project M&E framework, systems, and procedures	Upon commencement
Execute the annual Beneficiary Surveys	Annually
Develop and implement M&E training program	Upon commencement
Project Monitoring and Evaluation Report to contribute to monthly reports and presentations	Monthly
Monitoring and Evaluation Report to World Bank	Quarterly
Contribute to project documentation (POM, etc)	Upon commencement
Contribute to Work Plan, Procurement Plan and Budget, ISM, Retreats, etc	Upon commencement and annually
Contribute to Project Progress Reports (Biannual, etc	Every six months

Essential and desirable criteria:

Monitoring and Evaluation

- Extensive skills and experience in donor funded project monitoring and evaluation, or in a similar and relevant role.
- Demonstrated ability to prepare detailed M&E reports including data analysis, interpretation, and reporting.
- Extensive experience with computer operations, databases, and relevant software packages.
- Demonstrated high integrity and accountability.

General

- Strong ethics, personal organizational skills and ability to manage your own workload.

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- Good communication and interpersonal skills with the ability to make presentations to a broad range of audiences.
- Good writing skills with the ability to prepare accurate reports; fluency (oral and written) in English is essential.
- Experience with donor-funded projects, especially involving international financial institutions such as the World Bank.
- Experience with relevant legislation, policies, procedures and processes of government.

Qualifications

- Bachelor's degree in public or business administration, project management, or other related fields.
- At least three (3) years of experience working with implementing, monitoring and reporting issues.

Applying for this post

Expressions of interest must be delivered through electronic submission through the procurement system at <https://in-tendhost.co.uk/GND/asp/Home> . Candidates must register on this portal and submit all interest and queries through this medium.

Upon receipt of the documents, a confirmation email acknowledging the names of the files received will be sent.

Applications **must** include 3 parts with the following format and content:

1. A brief covering letter introducing yourself and explaining why you are interested in this post (maximum 1 page).
2. A resume (CV) showing personal details, work experience, and education, along with the names of three work related references (maximum 3 pages).
3. A claim for the position (with each essential and desirable criteria as a sub-heading) that addresses how your experience is applicable to each criterion and providing examples relevant to the post's key tasks and responsibilities (maximum 4 pages).