

SVG Coastal and Marine Ecosystems Management Strengthening Project

Terms of Reference

Data Collection and Management Specialist

SVGCMEMS-C-IC-7

A. Background

1. The SVG Coastal and Marine Ecosystems Management Strengthening Project seeks to address the challenges for coastal and marine management in St. Vincent and the Grenadines, including anthropogenic pressures, institutional fragmentation, policy and regulatory inadequacies, and lack of adaptive capacity through data-driven solutions. The Project will be funded by a GEF Trust Fund grant in the amount of US\$3.65 million and will contribute to the GEF-7 biodiversity focal area—to maintain globally significant biodiversity in landscapes and seascapes—through improved management and protection of the country’s coastal and marine biodiversity.
2. The project includes three key interacting components implemented in parallel. Component 1 supports institutional strengthening for coastal and marine management across all relevant sectors and will address challenges of institutional fragmentation and policy and regulatory inadequacies primarily through support to better operationalize the National Ocean Coordination Committee (NOCC) and achieve actions under the National Oceans Policy and Strategic Action Plan (NOPSAP). These activities will indirectly affect anthropogenic pressures through more robust and consistent enforcement of policies and monitoring to ensure the sustainable use of coastal and marine resources.
3. Component 2 will support pilots to demonstrate spatial planning and innovative financing arrangements, environmental mitigation and management, participatory conservation and protection, improved livelihoods, nature-based tourism, and alternative natural resource use. The identified pilot sites include (a) St. Vincent Southeast Landscape/Seascape: Milligan Cay, Brighton, Diamond, and Stubbs beaches; (b) Grenadines Landscape/Seascape: Union Island and Tobago Cays Marine Park (TCMP); (c) Leeward Coast: Richmond Beach, Chateaubelair Bay, Petit Bordel Bay, and Troumaca Bay; and (d) Colonarie Beach. Pilot projects at these sites will test approaches for mitigating anthropogenic pressures on coastal and marine

resources, and the lessons learned from the pilots will inform adaptive capacity through policy measures in Component 1 and data management in Component 3.

4. With regard to the latter, Component 3 will support the development of a permanent and publicly accessible knowledge and data repository within a new National Environmental Data and Information Platform (NEDIP), beginning with existing coastal and marine data. Relevant and available biophysical and planning information will be maintained there, as well as information on pilot activities. This component will address the challenges of adaptive capacity by enhancing data, analysis, and monitoring of coastal and marine resources to inform data-driven approaches. The NEDIP will help provide data to guide decision-making and reduce some uncertainties and institutional conflict. It will also serve as a primary mechanism for ensuring accountability for results by facilitating effective monitoring and evaluation of the project and sharing of timely, relevant, and unambiguous information about the Project's M&E findings with the project's beneficiaries and stakeholders.
5. In addition to the above 3 key components, component 4 'Project Coordination and Management' will support the direct equipment, and operational and incremental staff costs for project coordination and management. The Sustainable Development Unit (SDU) under the Ministry of Tourism, Civil Aviation, Sustainable Development & Culture will be responsible for implementing the project.
6. As the implementing agency of the project, the SDU will hire the services of a Data Collection and Management Specialist for the Project Implementation Unit (PIU) to be established for the project.

B. Objective

7. The Data Collection and Management Specialist will support the process by providing specialist technical inputs on data collection and management of information for the NEDIP. They will provide leadership and guidance on component 3 of the project and provide technical advice on data collection, analysis, and use, reflecting best practices designed to improve data quality and use, and ultimately advance environmental management in SVG.

C. Tasks and responsibilities

8. The Data Collection and Management Specialist will report to the Project Coordinator and will collaborate with other specialists, the staff of the PIU and the Information Technology Services Division (ITSD) in carrying his/her duties. S/he will have the following duties and responsibilities:

- Support data collection through the calculating of sample sizes for quantitative studies; identifying appropriate counterfactuals and preparing research instruments
- Provide guidance in making use of data that has been collected and/or provided by other entities
- Cleaning, processing, and analyzing both qualitative and quantitative data and support data management protocols including documentation and storage processes
- Provide quality assurance for the data collection including reviewing data cleaning and syntax along with conducting spot checks of survey data
- Support creating and updating datasets; create and manage dashboards
- Supervise and review of deliverables from data management consultancy, particularly advising on database design
- Provide database management services, including data entry and analysis
- Regularly review data to assure quality and identify potential improvement areas
- Collaborate with GIS consultant specialists in the Physical Planning Division and other relevant government departments in developing tools and methods for enhanced GIS use in environmental data collection
- Support in the rollout, uptake, and use of the NEDIP
- Support the establishment of the project team's data protocols for documenting data that are collected during project activities; documenting data analysis procedures and meeting data storage obligations; and complying with all applicable regulations
- Prepare data visualizations to facilitate public presentation of data findings including pie charts, bar graphs, and tables, among others to include in both external and internal reports
- Provide direction and guidance to any organization contracted to conduct field data collections and analyses, including but not limited to surveys, interviews, observations, M&E datasets, and the like

- Engage fully as a member of the project team, including participating in staff meetings and other events, and providing administrative support to other team members as needed
- Other relevant duties as assigned

D. Duration, location, coordination and reporting arrangements

9. The following are the required information related to the assignment.

- **Duration.** The Data Collection and Management Specialist is a full-time position required for two (2) fiscal years, renewable annually based on performance.
- **Location.** The Data Collection and Management Specialist will be assigned a workspace within the PIU at SDU and may be required to visit the field and to participate in face-to-face or virtual meetings, as required.
- **Coordination.** The Data Collection and Management Specialist will frequently and adequately coordinate with the consultancy to develop the NEDIP, with will collaborate with other specialists, the staff of the PIU and the Information Technology Services Division (ITSD) in carrying his/her duties.
- **Reporting arrangements.** The Data Collection and Management Specialist will report directly to the Project Coordinator/Policy and Institutional Development Specialist.

E. Qualifications

Academic Qualifications

- Bachelor's degree and 6 years' experience; or Master's degree and 3 years' experience in mathematics, statistics, information technology, evaluation, MIS or a similar field

Experience and Skills

- Minimum of three (3) years of experience in managing both qualitative and quantitative data sets, preferably in donor-funded related activities
- Previous work experience in environmental or scientific data management with strong analytical/database skills
- Familiarity with geo-coding and/or GIS

- Understanding of knowledge management
- Demonstrated professional knowledge of data processing software, such as SPSS
- Ability to continually analyze data at all stages for problems, logic, and consistency.
- Ability to manage and readjust workload to meet changing deadlines with minimal supervision.
- Strong organizational and communication skills are required
- M&E training/capacity building experience is an asset