

Saint Vincent and the Grenadines

VOLCANIC ERUPTION EMERGENCY PROJECT

Request For Expressions of Interest

Consulting Services – Individual Consultant

Assignment Title:

Consulting Services: Monitoring and Evaluation Specialist

SVG-VEEP-CS-INDV-29/ SVG-BERRY-CS-DIR-05

The Government of Saint Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank), for the Volcanic Eruption Emergency Project (VEEP) and the Beryl Emergency Resilient Recovery (BERRY) project. The objectives of both the VEEP and BERRY projects are to support Saint Vincent and the Grenadines in providing short-term income support, improve the capacity of the government to prepare for and respond to emergencies and build back better critical services in the wake of the La Soufriere volcano eruption and the destruction caused by the Hurricane Beryl.

The Economic Planning Division will require the services of a Monitoring and Evaluation (M&E) Specialist to assist in the monitoring of the performance of the VEEP and BERRY to ensure that the project development objectives are fulfilled. The Monitoring and Evaluation Specialist will work under the guidance of the Director of Economic Planning but will report to the Project Coordinators in the execution of his/her tasks. He/she will liaise with the project stakeholders and staff of the VEEP and BERRY Project Implementation Units to coordinate the monitoring and evaluation activities of the VEEP and BERRY Projects. The detailed Terms of Reference (ToR) for the assignment can be found below.

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Consultants to indicate their interest in providing the Services. Required qualifications and experience include, inter alia, the following:

- A Bachelor's degree or higher in social science preferably in Development Planning, Economics or Management
- Minimum of five (5) years of experience at the national or regional level in monitoring and evaluation including hands-on experience in design of survey instruments and evaluation tools and results-based management.
- Experience working within development agencies such as United Nations, World Bank and Caribbean Development Bank, preferably in a government system.
- Ability to perform analysis of quantitative and qualitative data.

The attention of interested Consultants is drawn to Section III - Governance, paragraphs, 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" 5th Edition September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. In addition,

consultants shall refer to the requirement on conflict of interest related to this assignment as per paragraph 3.17 of the Procurement Regulations.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **May 27, 2025**. The desired commencement date is **July 15, 2025**.

Recardo Frederick

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SAINT VINCENT AND THE GRENADINES
Volcanic Eruption Emergency Project
&
Beryl Emergency Resilient Recovery Project

Terms of Reference
MONITORING and EVALUATION SPECIALIST

1. BACKGROUND INFORMATION

The Government of Saint Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank), for the Volcanic Eruption Emergency Project (VEEP) and the Beryl Emergency Resilient Recovery (BERRY) project. The objectives of both the VEEP and BERRY projects are to support Saint Vincent and the Grenadines in providing short-term income support, improve the capacity of the government to prepare for and respond to emergencies and build back better critical services in the wake of the La Soufriere volcano eruption and the destruction caused by the Hurricane Beryl. See Annex 1 for further description of the projects.

2. OBJECTIVE

The Economic Planning Division will require the services of a Monitoring and Evaluation (M&E) Specialist to assist in the monitoring of the performance of the VEEP and BERRY to ensure that the project development objectives are fulfilled. The consultant will also report on the monitoring and evaluation indicators and provide capacity-building exercises in data analysis to improve monitoring and reporting of the different line ministries under the project. Furthermore, the consultant will be responsible for ensuring that all reporting is conducted according to the standards of the World Bank using the prescribed Results Framework.

3. DURATION

It is expected that the consultancy will be retained for the duration of the projects. Specifically, the consultant's performance and remuneration will be based on deliverables. Note that the VEEP is in its 4th year of implementation while the BERRY has now started.

4. DETAILED SCOPE OF WORK

The Officer will work under the guidance of the Director of Economic Planning but will report to the Project Coordinator in the execution of his/her tasks. He/she will liaise with the project stakeholders and staff of the VEEP/BERRY PIUs to coordinate the monitoring and evaluation

activities of the projects. The scope of works to be performed includes, but is not limited to, the following:

- Support project progress reporting, project mid-term review, and final evaluation.
- Prepare reports on the monitoring and evaluation indicators.
- Work along with consultants and other stakeholders to compile information needed to prepare the required reports.
- Provide updates to the Results Monitoring Framework as specified in the M&E Framework.
- Collect, consolidate and report on project performance data, including physical and financial progress.
- Facilitate the execution of surveys as specified in the M&E Framework and report on the findings of the surveys.
- Facilitate M&E-related training (of PIU staff and key stakeholders) including data analysis, capacity-building to improve monitoring and reporting.
- Review and discuss assessment, evaluation, or monitoring results with the PSIPMU and World Bank when required.
- Prepare the draft Mid-Term Review Reports and Final Reports of the Consultancy.

5. QUALIFICATIONS AND EXPERIENCE

Minimum Qualifications

- Bachelor's degree or higher in social science preferably in Development Planning, Economics or Management.

Experience

- Minimum of five (5) years of experience at the national or regional level in monitoring and evaluation including hands-on experience in design of survey instruments and evaluation tools and results-based management.
- Experience in the usage of computers and Microsoft Office Suites including all the application packages, in handling web-based management systems and knowledge in the use of statistical software applications.
- Experience working within development agencies such as United Nations, World Bank and Caribbean Development Bank, preferably in a government system.

Competencies

- Demonstrated experience in programme implementation, monitoring, and evaluation techniques and practices.
- Excellent analytical skills in drafting monitoring reports.
- Ability to perform analysis of quantitative and qualitative data.
- Excellent written, oral, and interpersonal skills.
- Strong coordination skills.
- Good knowledge and experience regarding gender mainstreaming.

6. DELIVERABLES

The Consultant would be required to deliver the following:

- Initial Inception Report and Workplan detailing how the consultant proposes to perform the assignment tasks and submit required deliverables.
- Annual reports with updated progress values on all indicators in the Results Framework;
- Annual perception surveys as specified in the Result Monitoring Framework.
- Mid-term review report that should be completed on or about twenty-four (24) months after the project effective date specifically for BERRY.
- Final Report of their consultancy shall be submitted by the end of their consultancy.
- Training Needs Assessment and Training Plan.
- Conduct at least two (2) M&E trainings.

7. REPORTING REQUIREMENTS

The M&E Specialist will work under the overall management of the Director of Economic Planning but will report to the VEEP & BERRY Projector Coordinators.

VEEP:

The VEEP has three components through which the Project Development Objective will be achieved:

Component 1: Early recovery income support (US\$7.5 million):

Subcomponent 1.1: Temporary cash transfers and social support services program (US\$4.3 million);

Subcomponent 1.2: Labour intensive temporary employment (LITE) program (US\$3 million);

Subcomponent 1.3: Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.2 million);

Component 2: Restoration and “Build Back Better” of critical services, and strengthening of emergency preparedness and response capacity (US\$31.0 million);

Subcomponent 2.1: Support to reconstruction planning that incorporates climate change considerations;

Subcomponent 2.2: The restoration and reconstruction of critical infrastructure services;

Subcomponent 2.3: Strengthening of emergency preparation and response.

Component 3: Project Management (US\$ 3.5 million)

Component 1 – Early Recovery Income Support

Early recovery income support (US\$7.5 million).

The objective of this component will be to provide temporary cash transfers to selected poor and vulnerable populations affected by the volcanic eruptions of La Soufriere and other climate-related events. The activities under Component 1 are embedded within the Government’s broader social protection strategy, which focuses on shock-responsive social assistance. This component comprises three subcomponents:

1.1: Temporary cash transfers and social support services program

1.2: Labour-intensive temporary employment program (LITE)

1.3 Strengthening of institutional capacity to administer and monitor the income support programs.

Sub-component 1.1 – Temporary Cash Transfers and Social Support Services Program

Temporary cash transfers and social support services program (US\$4.3 million).

The objective of this subcomponent is to support the continuation, expansion, and strengthening of the ongoing temporary cash transfers and complimentary social support services. This sub-component will finance goods (material and equipment) and consulting services (life skills

facilitators) required for delivery of the family education program which will provide follow-up psycho-social support to beneficiaries.

Sub-component 1.2 – Labour-Intensive Temporary Employment (LITE)

LITE Program (US\$3 million)

The subcomponent will support, on an as-needed basis, the implementation of a LITE Program to provide income support and short-term employment to mitigate economic impacts after the occurrence of climate-related disasters (including risks associated with heavy rains mobilizing ashfall and volcanic debris. It will also support the longer-term resilient recovery of community infrastructure.

The LITE Program will build on the existing experience of the Roads, Buildings, and General Services Authority (BRAGSA) in implementing the Road Clean-Up Program, which is a cash for work seasonal program aimed at basic public infrastructure maintenance and the creation of short-term employment benefiting unemployed working-age people.

The program will be facilitated by direct payments to BRAGSA which will target unemployed individuals over 18 years of age from the target communities. Thus, the only procurement under this subcomponent is for goods (tools and safety gear for workers/beneficiaries) of the LITE Program and consultant services to improve BRAGSA's capacity to plan, prepare and supervise the execution of the subprojects for the LITE Program.

Sub-component 1.3 – Institutional Strengthening - MoNM

Subcomponent 1.3. Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.5 million). This subcomponent will aim to strengthen the capacity of the MoNM to administer and monitor the existing income support programs and will include (i) a payment mechanism to deliver cash transfers to beneficiaries and (ii) expansion of the current information system to administer and monitor the income support programs.

Contracts to be procured under this sub-component will be for goods and consulting services required for institutional strengthening to monitor and administer the program and expansion of the MoNM's information system.

Component 2 – Restoration and “Building Back Better” of Critical Services, and Strengthening of Emergency Preparedness and Response Capacity

Restoration of critical services, resilient reconstruction, and strengthening emergency preparedness and response capacity (US\$ 31 million - indicative)

Component 2 will support the rapid restoration and resilient reconstruction of critical infrastructure damaged by the volcano eruption and subsequent debris flows and lahars while strengthening Government's emergency preparedness and response capacity. Investments under this component will focus on three main areas: (i) support for reconstruction planning; (ii) investments in rapid restoration and resilient reconstruction of priority infrastructure; and (iii) strengthening emergency preparedness and response systems and capacity. Candidate activities for the first 18 months across sectors are summarized below.

Component 3 – Project Management

Component 3: Project Management (US\$3.5 million)

This component will support the administrative management of the Project by the PSIPMU and implementing partners through, but not limited to the following individual consultants, (a) a project coordinator; (b) financial management (FM) and procurement specialists to carry out the fiduciary aspects of the Project; (c) monitoring and evaluation (M&E) specialists; (d) technical experts needed for environmental management and social protection specialists); and (e) technical focal points in the MoA, CWSA, MoNM and MoTW/BRAGSA. The PSIPMU will coordinate the provision of training and workshops¹ and manage the financing of necessary goods, equipment, and operating costs, including costs associated with convening and reporting to the Project Steering Committee (PSC).

BERRY:

Component 1. Early recovery income support and enhancement of income generating activities (US\$16.20 million).

This component will support three subcomponents, namely, temporary income support grants, small business support grants and services, and a Labor-Intensive Temporary Employment (LITE) program. In the case of the grant programs, eligible recipients will be identified by the MoNM. In Saint Vincent and the Grenadine (SVG), the LITE program will be implemented by BRAGSA.

Subcomponent 1.1. Temporary income support grants (US\$10.65 million).

This activity will be modeled after the successful grant program conducted under the VEEP and social protection instruments supported by the Human Development Service Delivery Project (P154253). Temporary income support grants will target poor and vulnerable households impacted by the hurricane. Beneficiaries will be provided with income support for a period of between 6-9 months. The benefit amount will be nuanced to the severity of the damage suffered in specific geographic areas. The benefit amount is expected to range from a minimum of US\$111.00 and a maximum of US\$300 per household per month based on the number of household members. The beneficiaries will be registered in the Social Assistance Management Information System (SAMIS) administered by the MoNM and prioritized based on (a) eligibility criteria including hurricane-impacted geographic zones,

(b) income-based poverty and vulnerability thresholds, and (c) additional vulnerability criteria including households headed by women and/or with elderly, disabled members and/or with an unemployed head of household. Eligibility will be validated through a community expert committee. Cash transfers will be paid through the existing digital payment mechanism established and satisfactorily implemented by the Bank of Saint Vincent and the Grenadines (BOSVG) under the VEEP, which will act as a co-implementing entity for this activity. Implementation arrangements will follow the existing program, as modified to address the current situation.

Subcomponent 1.2. Small business support grants and services (US\$1.80 million).

This subcomponent will provide a package of services to support the economic recovery of vulnerable small businesses, especially those from the devastated Southern Grenadines. The small business owners will be provided with a package of services consisting of (a) cash transfer grants as a source of funding for business capital (e.g., business assets and material²); (b) training in business skills and financial literacy; and (c) coaching to guide business owners on the implementation of cash transfer.

- (i) Cash transfer grants for business capital (US\$ 1.30 million). These transfers will be made in a single transfer in an amount which ranges from US\$ 1,000 to a maximum of US\$ 3,000 depending on an approved business budget per small business in exchange for participating in business skills training and coaching. Technical coaching will be provided to ensure that the cash transfers are used for its intended purpose. This amount is consistent with similar programs in SVG. This program will benefit recipients of the temporary income support grants, as well as other persons who have suffered loss of business income because of the hurricane; including those that have registered as self-employed in the Vendor Registry by the MoNM. Priority will be given to registered women-owned businesses. Cash transfers will be paid through the existing digital payment mechanism implemented by the BOSVG.
- (ii) Support services for business recovery and institutional strengthening (US\$0.5 million): These include the financing of technical assistance, goods, and services to adapt the SAMIS to incorporate the economic inclusion component, to deliver training, curriculum and methodologies development and provide coaching, monitoring and evaluation and communications.

Subcomponent 1.3. Labor Intensive Temporary Employment (LITE) Program (US\$3.75 million).

This program implemented by BRAGSA on an as-needed basis provides cash-for-work to vulnerable unemployed population, including those affected by the hurricane. It will support community infrastructure maintenance, climate related disaster preparedness and post-Beryl recovery efforts. Three phases of the LITE program have been financed through the VEEP and the following phases will be continued through this Project. This subcomponent will finance cash-for-work and goods (including tools and safety gear needed to undertake the small infrastructure works of the LITE Program) and will cover expenditures associated with LITE activities conducted prior to the signing of the Financing Agreement through retroactive financing. Additionally, health and safety trainings for beneficiaries and consultant services needed to support the planning, preparation, and supervision

of the execution of the small infrastructure works will be provided by BRAGSA. The menu of eligible activities will include labor intensive cleanup activities associated with the hurricane. BRAGSA, with the support of the community, will organize the works to be undertaken and also control and supervise their implementation. The Program will cover individuals over 18 years of age, potentially from poor households, including households that are female-headed and residents of communities where the works will be undertaken. Cash-for-work will be paid through the existing digital payment mechanism implemented through the BOSVG.

Component 2: Resilient construction, reconstruction and restoration of critical infrastructure and services (US\$39.8 million).

During disasters, continued operation of critical public infrastructure is key to efficient response and recovery. This component will support the rapid restoration and resilient reconstruction of critical infrastructure and services damaged by Hurricane Beryl. Support under this component will focus on supporting the rapid restoration and resilient construction, reconstruction of priority infrastructure and services. Additionally, this component may prioritize critical infrastructure vulnerable to future climate and disaster risks on account of exposure to Hurricane Beryl. The component will also provide financial assistance for the temporary accommodations of displaced persons and costs associated with ferry transportation to and from the Southern Grenadines to stimulate the recovery of economic activity and reconstruction efforts. Based on needs and priorities, the following agencies are identified as potential implementation partners providing technical guidance and oversight for resilient reconstruction and restoration in their respective sectors:

- a. CWSA
- b. Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MoA)
- c. MoTW/BRAGSA
- d. Ministry of Tourism, Civil Aviation, Sustainable Development and Culture (MoT)
- e. Ministry of Urban Development, Energy, Seaports, Grenadines Affairs and Local Government (MoUD)
- f. VINLEC

The Project pursues a framework approach to accommodate an evolving understanding of recovery and reconstruction needs and support shifting investment priorities. Currently the extent of damages and impacts is still not fully known and GoSVG is in the process of coordinating and allocating donor assistance to emerging needs. Furthermore, Hurricane Beryl being uncharacteristically early in the 2024 hurricane season (which runs from June 1 – November 30), the risk of additional storm events is high as the season progresses. Therefore, an adaptive approach in project design is critical to accommodate potential impacts from additional storm activity.

Subcomponent 2.1. Immediate response and repair of damaged infrastructure and disrupted services (US\$9.8 million).

Activities under this subcomponent will support response comprising the procurement of materials and construction services, equipment purchase/leasing, and expenditures relating to repair and restoration of infrastructure. The POM will define the positive list of physical response activities eligible for financing under this component and articulate the approach for executing them. The potential activities include (a) cleanup and debris removal, (b) repair of infrastructure and services, (c) repair of damaged public facilities, and (d) purchase/leasing of machinery and equipment for debris management and immediate response and recovery of critical services.

For activities under this subcomponent, retroactive financing will be provided to support the immediate relief and response measures started by the GoSVG before the signing of the Financing Agreement. Potential expenditures associated with ongoing GoSVG early recovery and response efforts that will be reimbursed under this component include but not limited to (a) labor, equipment and transportation costs for response and debris removal; (b) provision of resources for the generation, transmission, and distribution of electricity; (c) establishment of temporary schools for students of Union Island, (d) the purchase of materials, equipment, and labor to restore critical infrastructure and utilities (e) provision of accommodation support for persons who were displaced; (f) provision of inter-island transportation support for material, equipment, supplies and personnel; and (g) other activities directly related to hurricane response and recovery activities. Activities proposed for retroactive financing will be implemented in accordance with Bank Fiduciary, Procurement, and E&S requirements. Retroactive financing limits as per World Bank policy is up to 40% of the credit amount (US\$25.2 million) for payments for eligible expenditures made from July 1, 2024, to the signing of the Financing Agreement.

Subcomponent 2.2. Support to the medium-term reconstruction of severely damaged infrastructure and restoration of services (US \$24 million). Support will include necessary technical studies, preparation of engineering and architectural designs, and reconstruction of severely damaged infrastructure and public facilities. Investments will focus mainly on the restoration and Building Back Better of severely damaged water systems, public buildings (schools, fisheries centers, etc.), transportation infrastructure (bridges, airports, etc.), as well as other public infrastructure, such as sea defense. Interventions will be guided by climate and disaster risk considerations, and international best practice for resilient design in the multi-hazard environment faced by SVG. Furthermore, all supported interventions will advance low-carbon development, utilize the best available technology and prioritize energy efficiency measures and deployment of renewable energy.

Subcomponent 2.3. Financial assistance for temporary accommodations and transportation (US \$6 million).

This subcomponent will support the financial costs associated with the rental of temporary accommodations for displaced persons due to the destruction houses from Hurricane Beryl. The identification of temporary accommodations is being managed by the MoT, in coordination with the MoNM and NEMO, and will include accommodations in hotels, guest houses, and private dwellings. Assistance will be provided for an estimated 10 months. Additionally, this subcomponent will support ferry transportation cost to and from the Southern Grenadines for a period of 6 months, and is being managed by the MoUD. This activity is intended to support the transportation of displaced persons, construction workers, and materials needed for recovery and reconstruction, and will enable economic recovery and reconstruction efforts by the GoSVG. Costs for these activities will also be covered through retroactive financing for expenditures incurred between July 1, 2024 and the signing of the Financing Agreement.

Component 3: Project Management (US\$7million). This component will support essential positions for effective project management by the Public Sector Investment Programme Management Unit (PSIPMU) of the Ministry of Finance, Economic Planning, and Information Technology (MoFEPIT), and identified implementing partners. These include (a) a project coordinator, engineers (senior and

junior), Financial Management (FM) specialists (senior and junior), Procurement Specialists (senior and junior), Environmental Specialists and Environmental Assistant, Social Specialists and Social Assistant, and two project officers. Additionally, this component will finance (a) all fiduciary aspects of the project including audits; (b) the provision of training and workshops³; (c) administrative, management, and operating costs, including necessary goods and equipment for project implementation; and (d) convening and reporting to the Project Steering Committee (PSC). Also, technical support for M&E, information technology and communications will be shared with the VEEP project, with oversight provided by the PSIPMU.

Project stakeholders. Participating line agencies, identified thus far, are those with direct responsibility in their respective areas relating to emergency and infrastructure management, as follows:

- MoNM
- CWSA
- MoTW/BRAGSA
- MoA
- MoT
- VINLEC
- MoUD
