

# **SAINT VINCENT AND THE GRENADINES UNLEASHING THE BLUE ECONOMY (UBEC) PROJECT**

## **Terms of Reference**

### **MONITORING and EVALUATION SPECIALIST**

#### **SVGUBEC-C-IC-9**

#### **BACKGROUND**

The Blue Economy is defined as an approach to promote sustainable and integrated use of marine resources for economic growth, improved livelihoods, and job generation while preserving the health of ocean ecosystems. It covers a range of interdependent sectors, including fisheries, coastal tourism, and waste management. Fisheries, for example, provide the hospitality industry with quality and affordable seafood, while the tourism sector supports fisher livelihoods and generates employment. Waste management, meanwhile, is crucial to the health of fisheries and other marine resources and ecosystems which are, in turn, critical for the beaches and other natural assets that attract holiday makers. Going forward, anticipating and adapting to the impacts of climate change will be an essential component of the blue economy, ensuring that low-carbon and climate-resilient measures are incorporated across sectors to ensure sustainability of marine resources and continued generation of their benefits. The Government of Saint Vincent and the Grenadines (GoSVG) aims to advance the economic, social, and cultural development of the archipelago by realizing the full potential of its blue economy sectors in an integrated and climate-resilient way while protecting the health and biodiversity of its marine space. On its pathway towards blue growth, Saint Vincent and the Grenadines (SVG) has devised several projects and strategic plans that helped protect its blue space and grow the island's blue economy.

The Unleashing the Blue Economy of the Caribbean (UBEC) project will be implemented as a Series of Projects (SOP) in three distinct five-year phases over a fifteen-year period (each project will have a life cycle of five years) involving multi-sectoral blue economy investments to support Caribbean countries to strengthen their climate resilience and accelerate economic recovery from the impacts of COVID-19. Phase 1 of UBEC, is under implementation between fiscal years 2022 and 2028, and involves Grenada, Saint Lucia, Saint Vincent and the Grenadines, and the OECS Commission and focuses on three interrelated blue economy sectors: tourism, fisheries, and waste management. The project has four components: (i) Strengthening Governance, Policies, and Capacity Building; (ii) Scale Up Access to Finance and Infrastructure Investment; (iii) Contingent Emergency Response Component (CERC); and (iv) Project Management, Monitoring & Evaluation, and Communication.

#### **SCOPE OF SERVICES**

The Specialist will be working full-time based in Arnos Vale, Saint Vincent and the Grenadines, with frequent field trips expected in the country. He/she will liaise with the project stakeholders and staff of the UBEC PIU to coordinate the monitoring and evaluation activities

of the UBEC Project. He/she will lead the implementation of the M&E framework for the project, including the design of M&E tools, methodologies, and tracking indicators.

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

**1. *Ensure that the Results Monitoring Framework is up-to-date and operational***

- a. Provide updates to the Results Monitoring Framework as specified in the M&E Framework.
- b. Provide needed input for the project implementation manual updates.
- c. Share experiences and best practices with other UBEC PIUs (Grenada, Saint Lucia and OECSC) to facilitate harmonization of M&E under UBEC.

**2. *Collect and manage data and records on project results***

- a. Collect, analyze, and report on data related to project activities, outputs, outcomes, and impacts. Coordinate with relevant agencies, including other UBEC PIUs in the collection and analysis of required M&E data, ensuring that data is of high quality in order to report the results as part of the Project Progress Report.
- b. Develop and suggest tools and methodology for data collection and visualization.
- c. Ensure surveys are being conducted as specified in the M&E Framework and report on the findings of the surveys.
- d. Conduct regular field visits to monitor the implementation of project activities and verify the accuracy of reported data.
- e. Ensure that all the records are properly stored and managed.
- f. Coordinate and exercise quality control over stakeholder consultations, ensuring availability of documents/ reports, proper scheduling, provision of facilitation, documentation of proceedings, etc. for these events are appropriate.

**3. *Support the Project Manager in the implementation of the Project:***

- a. Participate in project review meetings and provide inputs for project planning and decision-making including with the PIU and World Bank when required.
- b. Monitor progress and performance of project implementation and suggest to the Project coordinator, delays or potential issues.
- c. Monitor progress of Annual work plan and identify delays and bottlenecks
- d. Perform any other duties related to M&E as assigned by the Project Manager.

**4. *Support project progress reporting bi-annually, at mid-term review, and for the final evaluation.***

- a. Prepare and submit periodic M&E reports, including progress reports, performance reports, and impact assessment reports.

**5. *Build capacity on M&E and***

- a. Facilitate M&E-related training (of PIU staff and key stakeholders) including data analysis, capacity-building to improve monitoring and reporting and any technical support on M&E-related matters.
- b. Develop and suggest tools and methodology for data collection.

- c. Collaborate with other project team members to ensure the integration of M&E activities into the overall project management process.
- 6. Collaborate with other PIU colleagues**
- a. Provide inputs required to the communication officer to produce communication materials including results stories
  - b. Support the Safeguards specialists in monitoring the Grievance Mechanism, and alert when delays are passed
  - c. Support the monitoring of the Procurement Plan, to track delays and identify bottlenecks
  - d. Support the PIU staff in preparing and monitoring progress of their respective action plans and help them identify the bottlenecks.

## RESPONSIBILITIES

The M&E Specialist will work under the overall management of the Permanent Secretary in the Ministry in charge of Tourism but will directly report to the UBEC Project Manager in the daily execution of his/her tasks.

### Expected deliverables

1. Initial Inception Report and Workplan detailing how the consultant proposes to perform the assignment tasks and submit required deliverables (*1 month after start of the contract*)
2. Updated Results Monitoring Framework (*no later than 2 months after start of the contract*)
3. Regular M&E reports (*monthly, quarterly, and annual*) with updated progress values on all indicators in the Results Framework
4. Report on implementation of the annual work plan (with update on who is responsible, what is the next step and when the next due date is), including on procurement progress (*Monthly*)
5. Perception and field surveys as specified in the Result Monitoring Framework (*annual*).
6. Field visit reports and data verification reports
7. Training Needs Assessment and Training Plan (*semi-annual*).
8. Conduct at least two (2) M&E trainings.
9. Capacity building materials and M&E training reports.
10. Final Report on M&E related targets, outcomes, and execution of the project shall be submitted no later than four months after the project closing date.

## QUALIFICATIONS AND EXPERIENCE

The selected consultant is required to possess the minimum competency requirements listed hereunder and should describe in detail in the CV, experience in the successful completion of similar engagements, relevant to the scope of the consultancy.

### **Academic Qualifications**

- Bachelor's degree or higher in social science preferably in Development Planning, Economics or Management, or in data management or equivalent.
- A Master in similar field would be an advantage

### **Experience**

- Minimum of five (5) years of significant successful 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 in the context of development projects within development agencies such as World Bank, United Nations, and Caribbean Development Bank, preferably in a government system.
- Experience in environmental projects (and similar) would be an advantage

### **Competencies**

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

## **DURATION**

The contract will be for one year in the first instance and would be subject to renewal based on satisfactory performance.

## **CONTRACT PERFORMANCE EVALUATION**

The M&E specialist will be subject to evaluation of performance based on the Performance Indicators, led by the Project Manager.