



GOVERNMENT OF SAINT VINCENT AND THE GRENADINES

MINISTRY OF TRANSPORT, INFRASTRUCTURE & PHYSICAL PLANNING

CANOUAN AIRPORT REHABILITATION PROJECT

CONSULTANCY SERVICES FOR

COMMUNITY LIAISON OFFICER

REQUEST FOR EXPRESSIONS OF INTEREST

The **Government of Saint Vincent and the Grenadines (GOSVG)** has received financing from the Caribbean Development Bank (CDB) towards the cost of Canouan Airport Rehabilitation Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of GOSVG and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOSVG shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Ministry of Transport, Infrastructure and Physical Planning (MTIPP), the Executing Agency, now wishes to procure consultancy services for a Community Liaison Officer (CLO).

The objective of the consultancy is to promote constructive partnerships and communication between MTIPP, the community and other stakeholders on issues and opportunities relating to project implementation, including a Grievance Redress Mechanism (GRM). The duration of the assignment is expected to be for a period of eighteen (18) consecutive months.

MTIPP now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB. Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the *Procedures for Projects Financed by CDB (January, 2021)*, as published on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments.

All information must be submitted in **English**. Further information, including a Draft Terms of Reference, may be requested, via email or telephone, from **Address 1** below between 8:00 and 16:00 hours Monday to Friday.

Expressions of Interest must be submitted **electronically** to the first two email addresses under **Address 1** no later than 14:00 hours (2pm local time) on Wednesday, March 4, 2026 and copied simultaneously to CDB at the email address under **Address 2** below. The submission should include the name and address of the applicant and shall be clearly marked "**Expression of Interest – Consultancy Services for *Community Liaison Office -Canouan Airport Rehabilitation Project.***"

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. *GOS/G* reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

<p>Address 1</p> <p>Office of the Chief Engineer Ministry of Transport, Infrastructure and Physical Planning Halifax Street Kingstown St. Vincent & the Grenadines Tel: 1-784-456-1111 Ext 3955 Email: office.mtwh@mail.gov.vc chiefengineersvg23@gmail.com</p>	<p>Address 2</p> <p>Procurement Officer Procurement Policy Unit Caribbean Development Bank P. O. Box 408, Wilkey St. Michael Barbados Tel: +246-539-1600 Email: procurement@caribank.org</p>
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GOVERNMENT OF ST. VINCENT AND THE GRENADINES

CANOUAN AIRPORT REHABILITATION PROJECT

DRAFT TERMS OF REFERENCE

COMMUNITY LIAISON OFFICER

1. BACKGROUND

1.01 The Government of the Saint Vincent and Grenadines (GOSVG) has received financing from the Caribbean Development Bank (CDB), towards the cost of the Rehabilitation of Canouan Airport Project (the Project).

1.02 Although there are significant benefits to be realised from the Project, there is also a range of social and environmental safeguard issues that were identified through the Environmental and Social Impact Assessment (ESIA) undertaken in 2022, which must be managed during implementation.

1.03 GOSVG therefore wishes to engage a Community Liaison Officer (CLO) to support implementation and increase the likelihood of realising the Project's intended outcomes.

2. OBJECTIVE

2.01 The CLO will promote constructive partnerships and communication between the Ministry of Transport Infrastructure & Physical Planning (MTIPP) and the communities and stakeholders on issues and opportunities relating to project implementation and will be responsible for implementing community engagement activities through tools such as a Stakeholder Engagement Plan (SEP), a Public Information Communication and Education Programme and a Grievance Redress Mechanism (GRM).

3. SCOPE OF SERVICES

3.01 Guided by the SEP, and working closely with the Project Supervision Consultant, among other activities, the CLO will report to the PC and will:

- (a) Prepare gender-responsive community profiles of the demographic, socio-cultural, economic, environmental and institutional situation.
- (b) Review SEP with a view to identifying and documenting any gaps in the (i) stakeholder identification and analysis that were undertaken; (ii) stakeholder engagement programme (e.g., information to be disclosed, format and communication methods; stakeholder consultation methods); and (iii) schedule for the various stakeholder engagement activities. Information in the ESIA should be used to support SEP review and implementation.
- (c) Update SEP based on any gaps identified from the initial review and maintain updates to SEP as necessary, based on issues arising during implementation. Any major changes to the Project activities and/or schedule will be duly reflected in the updated SEP.

- (d) Provide timely feedback to MTIPP on concerns and suggestions raised by community leaders and make recommendations.
- (e) Provide timely feedback to community members on project implementation, concerns raised, or important decisions taken by MTIPP in accordance with agreed protocols.
- (f) Develop a public relations programme along with MTIPP, Non-Governmental Organisations, and Community-based Organisations to educate community members about the Project and encourage their continuous buy-in and active participation throughout the project cycle.
- (g) Develop and implement a monitoring and evaluation (M&E) framework for tracking press coverage related to the project to include number of project-related press materials published /broadcasted in the national media. The framework should provide for analysis of project-related press releases content: proportion that is favourable, unfavourable, neutral, and trends.
- (h) Develop and implement a results-based, gender-sensitive M&E framework/plan for the SEP that monitors the implementation of the SEP and includes the following indicators:
 - (i) Number of consultation meetings and other public discussions (forums, focus groups, etc.) conducted within a reporting period. The reporting period will be defined in the framework (e.g. monthly, quarterly, or annually).
 - (ii) Percentage of women, men, youth and Persons with Disabilities (PWDs) (disaggregated by age) participating in consultations by reporting period.
- (i) Facilitate dialogue and sensitise Project-affected communities as necessary, with particular attention being paid to obtaining information from the less vocal individuals in the communities and from identified vulnerable groups through the use of differential participatory techniques.
- (j) Manage community members' expectations of the Project during scheduled meetings and ad-hoc interaction, as necessary.
- (k) Raise awareness of employment opportunities for community members, especially vulnerable groups in the society and within the Project areas including women, youth and PWDs.
- (l) Assist MTIPP with identification and management of potential and actual grievances. Develop a framework to, among other items, track the number of grievances received through the GRM of the SEP within a reporting period and, number of those resolved within the prescribed timeline, all disaggregated by sex of the complainant, geographic location and type of grievance received. The framework should be integrated into MTIPP's existing GRM. There should be the capability to assign reasons for non-resolution within the prescribed timeline including an analysis of trends.

- (m) Manage stakeholder engagement logistics such as soliciting suggestions/grievances from suggestion boxes, placing communication materials on notice boards and via social media, and arranging community meetings.
- (n) Facilitate stakeholder participation at all relevant levels in accordance with the identified needs of the different categories of stakeholders, particularly women. This may include other activities – participatory assessments and problem-solving of issues, concerns and opportunities, focus group discussions, information-sharing, and community meetings.
- (o) Assist in evaluating the social, environmental and economic impacts of Project activities on the well-being of community members using participatory approaches.
- (p) Assist the PC in ensuring that the implementation of project activities complies with the environmental and social requirements of Saint Vincent and the Grenadines, as well as those of CDB, as outlined in the Bank’s Environmental and Social Review Procedures.
- (q) Attend Project Steering Committee meetings as required and provide information on community engagement, highlighting any current and/or potential challenges/opportunities.
- (r) Maintain comprehensive and updated minutes of meetings with the community and other stakeholders.
- (s) Promote and monitor awareness training on health and safety risks directly associated with the Project. The activity should include but not be limited to mitigating potential conflicts between workers and local communities.
- (t) Prepare and submit to the PC, inputs on community engagement aspects of the Project for incorporation into monthly progress reports, including consultations undertaken, attendance registers (where applicable), concerns raised, requests raised, suggestions made, suggestions addressed, concerns resolved, potential risks, grievances or opportunities identified.
- (u) Prepare and submit to the PC, inputs on the SEP, GRM, implementation of the Environmental and Social Management Plan (ESMP), social, gender and community engagement aspects of the Project for incorporation into Quarterly Reports. Inputs to include analysis of key relevant social issues for the project context and goals, stakeholder engagement activities undertaken during the previous quarter, summarised information on participatory methods employed, grievances received from stakeholders (including information on incidents and events that resulted in grievances) etc. These summaries shall be accompanied by information on the implementation status of associated corrective and preventative actions and recommendations and cover suggestions received on the prior Quarterly Report.
- (v) Prepare and submit to the PC, inputs on the SEP, GRM, the ESMP, social, gender

and community engagement aspects of the Project for incorporation into a Project Completion Report.

4. REPORTING REQUIREMENTS

4.01 The CLO will furnish reports/deliverables on the assignment as set out below:

- (a) Within one month of assignment, prepare a Draft Final SEP following the review of the draft SEP.
- (b) Within two weeks of receipt of feedback on the Draft Final SEP, submit the Final SEP.
- (c) Within 10 days of the end of each month, provide a monthly (structured) field report to PC.
- (d) Within 10 days of the end of each quarter, provide inputs to PC to inform the quarterly report.
- (e) Within one month of the PC's notification of Project completion, provide inputs to assist in the compilation of relevant sections of the Project Completion Report.

5. QUALIFICATIONS AND EXPERIENCE

5.01 The CLO is expected to possess the following minimum qualifications:

- (a) A bachelor's degree in sociology, anthropology, community development or a closely related field of study.
- (b) A minimum of ten (10) years' relevant experience encompassing stakeholder engagement practice, gender-responsive approaches, community development practices, and social research using participatory research methods and approaches.
- (c) At least five (5) years' experience in communication, education, and information strategies, with a proven track record of developing and implementing at least three public awareness campaigns.
- (d) Fluency in English and proficient computer skills and good written and oral communication skills.
- (e) Experience working locally, or in the region, in the sector and with multi-lateral agencies, would be assets.

6. DURATION

6.01 The assignment is expected to last no more than 18 months, commencing in April 2026.

7. INSTITUTIONAL/ORGANISATIONAL ARRANGEMENTS

7.01.1 The Project is being implemented by MTIPP which will engage a Project Coordinator (PC), a Monitoring and Evaluation Specialist (MES), and a Construction Supervision Consultant (CSC). CSC will support the CLO to ensure alignment of priorities, broad-based communication with primary and secondary stakeholders and appropriate management of key issues, risks and opportunities.

7.02 The CLO will be a full-time position which reports to the PC.

The CLO will be rostered with a vehicle on Canouan (shared with the PC) and provided with a laptop, mobile phone and phone service plan.