

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES-INDIVIDUAL CONSULTANTS)

GRENADA

Organisation of the Eastern Caribbean States (OECS) Data for Decision Making Project

Credit No.: **IDA71110**

Assignment Title: Project Assistant

Reference No. GD-PCU-Grenada-323211-SC-INDV

The Government of Grenada received financing from the World Bank towards the cost of the Organisation of Eastern Caribbean States (OECS) Data for Decision Making Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the expertise of a Project Assistant, in accordance with the Loan Agreement and World Bank Procurement Regulation for IPF Borrowers to:

1. Provide administrative and logistical support to the Project Implementation Unit (PIU), in the implementation of the activities of the of the Grenada portion of the OECS DDM Project.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: www.procurement.gd or can be obtained at the address given below.

The Ministry of Economic Development, Planning, Tourism, ICT, Creative Economy, Agriculture and Lands, Fisheries & Cooperatives (MoEDP) now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- A first degree in Public Administration/Management/International Relations/Economics or an equivalent qualification from a recognized institution
- At least five years’ experience in office or project administration/management
- Good knowledge of Government’s operational and administrative procedures related to programme development, administration and implementation
- Ability to apply good judgment in prioritizing assignments
- Effective time management and organizational skills
- Efficiency in meeting commitments, observing deadlines and achieving results
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies

- Excellent analytical and problem solving skills
- Highly developed people and team skills

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, revised November 2017 and August 2018 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 8:00am to 4:00pm Monday to Friday Eastern Caribbean time.

Expressions of interest must be delivered in a written form to the address below (by mail, or e-mail) by June 16, 2023.

Central Procurement Unit
Attn: Arvon Lucas- Senior Procurement Officer
Ministry of Finance.
Financial Complex,
Carenage St. George's
Grenada
Tel: 1473-440-2731
Ext: 31087

E-mail: arvonlucas@procurement.gov.gd

Terms of Reference
Project Assistant – Grenada Project Implementation Unit
Organisation of the Eastern Caribbean States (OECS) Data for Decision Making Project

Title:	Project Assistant – Grenada, Project Implementation Unit for the OECS Data for Decision Making Project
Location:	Grenada Central Statistical Office, The Ministry of Economic Development, Planning, Tourism, ICT, Creative Economy, Agriculture and Lands, Fisheries & Cooperatives
Duration:	12 months, with possibility for extension
Tentative Start Date:	1 st June 2023

I. Background

The OECS Data for Decision Making (DDM) Project is a regional project that seeks to improve the capacity of participating Eastern Caribbean countries to produce and publicly disseminate statistical data for country and regional-level analytics. It will be implemented by Grenada, Saint Lucia, Saint Vincent and the Grenadines, and the OECS Commission. The project seeks to achieve its objective by strengthening both national and regional level capacities and fostering regional coordination. At the national level, Component 1 and Component 2 of the project will strengthen national statistical systems through (i) statistical modernization and capacity building and (ii) data production, analysis, and dissemination, with a focus on the population and housing census, living conditions surveys, labor market surveys, and agricultural census. At the regional level, Component 3 of the project will support the OECS Commission's mandate for regional integration and strengthening the regional statistical system. Component 4 will support project implementation, and Component 5 will provide a contingency option for immediate surge funding in the event of a national emergency. The project is to be implemented over a five-year period commencing in 2022.

In Grenada, the Ministry of Economic Development, Planning, Tourism, ICT, Creative Economy, Agriculture and Lands, Fisheries & Cooperatives (MoEP) will be the lead agency for the implementation of the Project. A Project Implementation Unit (PIU) for the Grenada portion of the Project will be established in the National Statistics Office (NSO), a Division within the MoEP. The PIU will comprise a Project Coordinator, filled by the NSO Director, a Deputy Project Coordinator, a Procurement Officer, an Environmental and Social Specialist, and a Project Assistant. In this regard, the Project is hiring a full-time Project Assistant to provide the administrative and technical support necessary for the effective execution of the OECS Data for Decision Making Project.

The following components will be implemented in Grenada:

Component 1: Statistical Modernization and Capacity Building

This component will support the modernization of the National Statistical System (NSS)

and the institutional strengthening of the NSO. Activities will aim to (i) improve the institutional and technical capacity of the NSO to produce a variety of official statistics according to a published statistical release calendar, (ii) reinforce the NSS and its coordination across government ministries and agencies; (iii) modernize information and technology equipment to improve business continuity and the efficiency and quality of statistical operations, from data collection to the dissemination of results; and (iv) promote the use of data and statistics and develop a user-oriented system that improves access.

Component 2: Data Production, Analysis, and Dissemination

This component will support the NSO in its production of core data collection activities through financing and technical assistance to improve the frequency of data available to monitor and analyze demographic, social, and economic conditions. The core data products will include (i) Population and Housing Census, (ii) Agricultural Census, (iii) Household Budget and Living Conditions Survey, and (iv) Labor Market Statistics. Technical assistance and financing will also be provided for collection and compilation of supplemental data on prices, tourism, literacy, disability, and environment as well as data during major emergencies.

Regional Coordination: Given the linkages between the country and regional level components of the project, the Grenada PIU's coordination with the other Country PIUs and the Regional PIU will be critical to achieve the overall project objectives. In addition, Grenada will benefit from the regional activities under Component 3, which will be implemented by the OECS Commission. Key activities under Component 3 are: (1) support the creation of the Regional Data Governance Council in charge of providing guidance and harmonization of key data instruments and methodologies to improve the quality and comparability of data across member states; (2) develop and test data innovations suitable for small island states in the Eastern Caribbean, (3) strengthen regional technical assistance to NSOs and NSSs; and (4) support the generation of regional analytics and their dissemination.

II. Scope of work

Under the direction of the Project Coordinator and Deputy Project Coordinator, the Project Assistant will be required to undertake activities as outlined below.

1. Provide administrative and logistical support to the Project Implementation Unit (PIU), in the implementation of the activities of the Project;
2. Provide the inputs required of the PIU to ensure the timely procurement of the goods and services to be acquired under the project, including the preparation of relevant documentation and acting as Secretary to evaluation procedures as directed;
3. Assist in monitoring the progress of consultancy assignments and troubleshooting as necessary;
4. Assist with the scheduling and coordination of meetings, workshops, missions, site visits etc., and maintain a calendar of PIU activities;

5. Support the maintenance of various databases linked to project functional areas, including (but not limited to); procurement, contract management, and monitoring and evaluation
6. Assist in the monitoring and evaluation of the project, and with the preparation of project reports, as necessary;
7. Serve as Recording Secretary to the Programme Steering Committee and other meetings related to the Project, including key follow up actions;
8. Prepare and disseminate meeting notes within agreed timelines;
9. Prepare letters and memos in support of the work of the PIU as appropriate;
10. Support the creation and maintenance of physical and electronic project records filing system; and
11. Assist with any other activity that is required for the successful management of the Project.

III. Deliverables

The deliverables from the Project Assistant will include:

- Draft project reports and schedules
- Preparation for and coordination of workshops, missions, site visits, meetings convened for the Programme Steering Committee
- Draft Minutes of meetings
- Up-to-date project correspondence and files
- Fully maintained and up to date project databases
- Deliverables will include but are not limited to the list provided.

IV. Institutional and organization arrangements

The Project Assistant will be hired by the OECS DDM Project and will be posted in the Central Statistical Office, where office space and facilities will be provided. The Project Assistant will report to the Deputy Project Coordinator for the duration of the contract.

V. Qualifications and experience

The incumbent should possess:

- A first degree in Public Administration/Management/International Relations/Economics or an equivalent qualification from a recognized institution;
- At least five years' experience in office or project administration/management;

- Proficiency in the use of Microsoft Office applications including Word, Power Point, Projects, and Excel.

Additionally, he/she is expected to demonstrate the following competencies:

- Good knowledge of Government's operational and administrative procedures related to programme development, administration and implementation;
- Ability to apply good judgment in prioritizing assignments;
- Effective time management and organizational skills;
- Efficiency in meeting commitments, observing deadlines and achieving results;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies;
- Excellent analytical and problem solving skills;
- Highly developed people and team skills.

VI. Duration of assignment

This is initially a 12 month period engagement, with the possibility for extension, subject to satisfactory performance. (The project duration is 5 years).

VII. Selection Method

The consultant will be selected through the "Individual Consultant Selection method" in accordance with the [World Bank Procurement Regulations for IPF Borrowers](#) (Procurement Regulations), November 2020.