

Caribbean Regional Air Transport Connectivity Project – Saint Lucia

Terms of Reference

for

Monitoring & Evaluation Specialist

Project Background and Objectives

The Caribbean Air Transport Connectivity Project (CATCOP)—St. Lucia (the Project) is one of four in a regional series of projects financed by the World Bank. In addition to St. Lucia, three other countries including Dominica, Grenada, and Haiti are participating and all support the common goal of improving regional air transport connectivity and climate/disaster resilience of associated infrastructure.

The objectives of CATCOP—St. Lucia are to (a) improve operational safety and navigation efficiency of air transport in St. Lucia, (b) enhance resilience of St. Lucia’s airport infrastructure to natural disasters, and (c) to improve St. Lucia’s capacity to respond promptly and effectively to a crisis or emergency.

The Project includes five components: (1) improvement of Hewanorra International Airport (UVF) runway safety and resilience; (2) modernization of air navigation systems; (3) institutional strengthening; (4) project management; and (5) contingent emergency response. Total Project cost is estimated at US\$45 million. Implementation is anticipated to require about six years – from 2020 through 2026.

A Project Implementation Unit (PIU) has been established within the Saint Lucia Air and Sea Ports Authority (SLASPA) to lead the implementation of the project. The PIU’s responsibilities include: (a) overseeing and directing Project implementation; (b) procuring the services of contractors and managing/supervising construction and rehabilitation works; (c) disbursing funds and ensuring proper use and accounting of funds disbursed; (d) regular reporting to SLASPA, the Government of Saint Lucia and the World Bank on Project implementation; and (e) ensuring compliance of the Project with environmental and social safeguards of the World Bank as well as national environmental laws and regulations. The scope of the project does not include elements that could be considered associated with the current HIA Redevelopment Project which is being financed by other Lender(s).

Objectives of the Assignment

Among key responsibilities of the PIU is ensuring compliance of the project with national environmental laws and regulations and with World Bank Environmental and Social Framework (ESF) instruments, as envisaged by the Loan Agreement and set out in the Environmental and Social Commitment Plan (ESCP), Environmental and Social Assessment (ESA), the Environmental and Social Management Plans (ESMPs), and the Stakeholder Engagement Plan (SEP). In order to fulfill this responsibility, the PIU intends to hire a dedicated Monitoring & Evaluation Specialist.

The assignment objective is to develop a comprehensive monitoring and evaluation (M&E) framework and implementation plan, including establishment of baselines, and apply it for assessing and understanding the progress of the Project outputs and outcomes and achieving the Project Development Objectives (PDO). Specifically, the M&E Specialist will:

- ensure the PIU complies with the monitoring and evaluation commitments of the project throughout project implementation;

- support the project by identifying and managing monitoring and evaluation issues associated with project activities, including assistance in preparing sub-project level monitoring and evaluation plans and processes;
- support the PIU by preparing periodic progress and monitoring reports as required by the Government and the World Bank; and
- build in-house monitoring and evaluation management capacity of the SLASPA.

The role is for one year initially with additional one-year extensions possible depending upon performance and Project needs. Additional details regarding the assignment are included in the position description below.

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Monitoring & Evaluation Specialist	Direct Reports:	
Reports to:	Project Manager and collaborates with technical experts/engineers of the PIU	Internal Contacts:	Director of Airports, Chief Engineer, SM-BDCC
Department:	CATCOP PIU	External Contacts:	Relevant Government Agencies

JOB SUMMARY:

The successful Candidate will coordinate the monitoring and evaluation aspects and compliance requirements of **the Caribbean Air Transport Connectivity Project (CATCOP) in Saint Lucia**. The individual will provide oversight, support and advice to SLASPA in addressing the monitoring and evaluation of issues at all the stages of implementation, raising awareness, detailing and ensuring corrective action is taken. The individual will be expected to provide a comprehensive monitoring and evaluation framework for the entire project, including a) Progress Project reports as per the Financing Agreement; b) Mid-Term Review Reports c) Project Completion Report and d) any other report related to monitoring and evaluation of the project as assigned by the Project Manager.

DUTIES AND RESPONSIBILITIES

The Monitoring & Evaluation (M&E) Specialist will carry out the following tasks:

- Reviewing Project documents, including the result frameworks, and analyzing applicability of the national M&E system, existing monitoring and evaluation tools, data availability and sources;
- Developing the M&E framework and implementation plan outlining:
 - performance indicators (baselines, output and outcomes, environmental and social safeguards) with clear definitions, milestones, data collections strategies and frequency, data disintegration by activities, gender, or other relevant criteria;
 - internal reporting system for the Project, including development of reporting formats, flows of information, data sourcing for specific M&E needs from other public agencies and stakeholders;

- support to SLASPA and the relevant agencies in adjusting their existing monitoring and reporting systems so that the project results indicators can be adequately monitored;
- Leading the coordination of the regular and systemic monitoring of the project's overall progress in achieving Project Development Objective (PDO) and the intermediate results indicators;
- Preparing regular project monitoring reports as required, in collaboration with other Project Implementation Unit (PIU) staff, identifying potential implementation risks in achieving the PDO, and proactively proposing potential solutions;
- During implementation of the approved projects, undertaking regular monitoring and evaluation supervision in order to verify whether and how provisions of the project ESMPs and associated safeguards documents are followed by all relevant stakeholders (designers, contractors, beneficiaries);
- Reporting regularly to the Project Manager in writing on the results of monitoring visits, promptly identifying any monitoring/evaluation issues or cases of non-compliance and making recommendations for dealing with those issues;
- Undertaking awareness raising activities for the PIU staff, other interested staff of the SLASPA, and potential beneficiaries. This can be done by a series of workshops where potential monitoring/evaluation issues and good environmental management practices can be presented;
- Supporting the Project Manager in planning and commissioning the project mid-term review, communicating the review's results and undertaking follow-up actions;
- Guiding and supporting the PIU staff and other stakeholders involved in the project implementation in the proper monitoring and evaluation of the Project activities;
- Supporting and supervising the evaluation of the impact of select project interventions;
- Cooperating with beneficiaries and stakeholders to ensure high quality Project monitoring;
- Properly filing and maintaining all M&E documents;
- Cooperating with the World Bank missions in conducting regular supervisions of the Project and properly addressing the observations and recommendations provided;
- Supporting the Project Manager in preparing the project completion report, especially M&E input as per the Results Framework;
- Performing any other tasks as reasonably assigned by the Project Manager.

QUALIFICATIONS, SKILLS & EXPERIENCE

The M&E Specialist should have the following qualifications, experience and skills:

- A master's degree in labor studies, social protection, social science, statistics, economics or a related field. Equivalent combination of bachelor's degree in the above areas with relevant work experience in M&E will be considered;
- At least 3 years of direct relevant professional experience in design and/or implementation an M&E system;
- Experience in M&E directly related to public sector reform and under projects financed by international financial institutions such as the World Bank, the Caribbean Development Bank, etc. is an advantage;
- Proven skills in research and data analysis;
- Demonstrable experience in M&E of development project activities and project performance assessment. Experience with implementing or monitoring environmental or social safeguards would be an advantage;
- Knowledge of M&E principles in public organization as well as international organizations;
- High proficiency in spoken and written English;
- High professional and personal integrity;
- Excellent communication and interpersonal skills;
- Ability to collaborate effectively with diverse stakeholders;
- Ability to work both independently and collaboratively in a team;

- Organizational skills and the ability to concurrently handle multiple assignments.

FAVORABLE ATTRIBUTES

- Ability to be flexible with work assignments;
- Ability to uphold ethical standards;
- Ability to use one's initiative and be proactive;
- Demonstrated ability to work in a team;
- Excellent interpersonal and communications skills.

METHOD OF APPLICATION

Interested applicants are invited to submit a resume with two references, contact telephone number, email address as well as certified copies of their qualifications to:

Senior Manager – Human Resources

Saint Lucia Air and Sea Ports Authority

P.O. Box 651

CASTRIES

Subject: Position of Monitoring & Evaluation Specialist for the Airports/World Bank PIU

Deadline for submission of all applications is 22 January 2021 at 4:00 pm.

Please note that only the shortlisted applicants shall be contacted, via telephone and/or email, for an interview.

For more information regarding the post please visit SLASPA's website at www.slaspa.com.

Wednesday, December 30, 2020