

REQUEST FOR EXPRESSIONS OF INTEREST

Caribbean Regional Communications Infrastructure Program (CARCIP)

Saint Lucia: **Credit No.: 5117-LC**

Assignment Title: **MONITORING AND EVALUATION SPECIALIST**

Reference No.: **SLU-CARCIP-IC-C-M&E 01-15**

Saint Lucia and has received financing from the World Bank toward the cost of Caribbean Regional Communications Infrastructure Program, and intends to apply part of the proceeds to hire an individual consultant to serve as a Monitoring & Evaluation Specialist.

The consulting services (“the Services”) include:

1. Assist with data collection including baseline data that can be used for guiding the overall Monitoring and Evaluation (M&E) arrangement outlined in the PAD.
2. Development of Tools / Instruments for Monitoring and Evaluation
 - Design and develop the tools / templates / instruments to undertake the collection of baseline data as well as to verify data sets stated in the PAD
 - Prepare a detailed data collection plan to enable verification of baseline and targets stated in the PAD, also r define the additional indicators need to be collected. Define data sources, methods of collection, techniques to analyze, present data, safeguards to ensure quality and reliability of data and overall framework.
 - Develop methodology for additional data collection such as surveys, questionnaires and interview plans.
 - Development of tools such as forms, surveys, questionnaires and interview plans to be used for collecting additional indicators on (i) baseline (ii) data collection for reporting. This should be consistent with the PAD and other contributors from the CARCIP Coordinator, National Development Unit, PCU and the Business Incubation and Grants Manager and the Ministry of the Public Service.
 - Collect and analyze data on all indicators identified in the PAD providing comments on the suitability of the data sets.
 - Finalizethe presentation of the project results.
 - Train at least twenty people would include pertinent stakeholders, staff of the CARCIP, MOPS and National Development and other participating agencies on the correct and consistent use of forms and

data collection instruments to be used for monitoring and evaluation purposes. There will be two Training sessions as follows:

- Two Day workshop - Basic M&E training to staff of CARCIP, MOPS, National Development and PCU
- One week workshop on the use of forms and data collection instruments to be used for monitoring and evaluation purposes to pertinent stakeholders, staff of the CARCIP, MOPS and National Development and other participating agencies
- A One day workshop will also be held to present findings of the various surveys executed under the assignment.

Further information on the assignment is contained in the Terms of Reference which can be obtained from the Project Coordination Unit at the address below during office hours 8:00 a.m-4:30 p.m. (0800 to 1630 hours).

The consultancy is to be undertaken over a period of one year with the possibility of renewal for a subsequent year.

The Ministry of the Public Service, Information and Broadcasting now invites eligible individual consultants to indicate their interest in providing the services. Interested individual consultants must provide information indicating that they are qualified to perform the services (CV's, description of similar assignments, experience in similar conditions, clients' references, etc.).

A consultant will be selected in accordance with the procedures for Selection of Individual Consultants set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers , published in January 2011.

Interested persons should have the requirements listed below:

3. Qualifications

- (i) Bachelor's degree in Statistics or Operations Research, Economics Social Sciences, Management, Natural Sciences or related field with at least five years of experience in project monitoring and evaluation

4. Experience

- a) A minimum of three years of experience at the national or regional level in monitoring and evaluation including hands-on experience in design, monitoring and evaluation of development projects and establishing relationships among partners.
- b) Experience in the usage of computers and office software packages, and in the use of statistical software packages.

Interested Consultants should review and familiarize themselves with paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers](#) dated January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by September 23, 2015.

Project Coordination Unit
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