

REQUEST FOR EXPRESSIONS OF INTEREST

SAINT LUCIA

Disaster Vulnerability Reduction Project

Assignment Title: Climate Change Coordinator/Specialist

The Government of Saint Lucia has received a project preparation advance from the International Development Association (IDA) to finance the Disaster Vulnerability Reduction Project. Under the Project, funds have been allocated to hire a Consultant to provide services as a *Climate Change Coordinator/Specialist*.

The Ministry of Finance, Economic Affairs, Planning and Social Security 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 under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (2011). The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers Selection and Employment of Consultants (2011) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

SERVICES REQUIRED

Objectives of the Assignment

The objective of this consultancy is to provide the necessary technical guidance in project management required to support participating agencies and stakeholders involved in implementation of the Project, to ensure effective implementation. The Climate Change Coordinator/Specialist will be responsible for ensuring that all project activities, especially those specifically addressing climate change adaptation (CCA), are conducted in efficient and accountable manner, in accordance with the guidelines and procedures agreed to among the Climate Investment Funds (CIF) Administrative Unit, the World Bank and the Government of Saint Lucia.

SPECIFIC DUTIES AND OUTPUTS

The Climate Change Coordinator/Specialist will be required to strengthen the technical capacity of the SDED and PCU for the duration of Project, in preparation and implementation of the project.

More specifically, some of the duties include:

- i. Support SDED and PCU to ensure the effective and flexible coordination, management, and implementation of the project with the different ministries, other agencies and consultants;
- ii. Provide technical assistance to ministries, other agencies and stakeholders in the definition and implementation of priority project activities as required;

- iii. Keep abreast and inform the project team of relevant projects that may have a bearing on PPCR/DVRP or with which synergy is important and seek to engage project proponents in making relevant linkages towards a common goal;
- iv. Liaise effectively with the National Climate Change Committee (NCCC), Climate Resilience Steering Committee (CRSC)/Project Management Committee, PPCR National and Regional Coordinators at SDED, PCU, the World Bank, the media, consultants and all public and private stakeholders involved in the implementation of the project;
- v. Ensure that project beneficiaries are well informed and involved in all project activities;
- vi. Liaise, as appropriate, with technical personnel in national, regional and international institutions involved in adaptation/climate resilience and disaster risk reduction, to seek coordination and integration, where appropriate, that may be beneficial to the Project sub-components and activities in Saint Lucia;
- vii. Ensure the timely and effective implementation of project components by working closely with agencies involved in specific project components and taking necessary action;
- viii. Develop strategic partnerships with government agencies and other partners for effective implementation of the DVRP project;
- ix. Provide technical reviews of project activities during implementation;
- x. Jointly with the Procurement Team of the PCU, working in collaboration with SDED, plan procurement activities and update the Procurement Plan (in the agreed format for the project), monitor the procurement process to ensure timely delivery, monitor and update performance indicators, and prepare and propose updates where necessary to the Project Operational Manual;

DURATION

The assignment is expected to commence in September, 2013. It is anticipated that the assignment will be for one year, in the first instance, under the Project Preparation Advance Phase of the Project. The contract may be renewed additional years, as necessary. Further renewal will be subject to approval, evaluation, successful appraisal and performance of services at the end of each term. Intermediary performance evaluations will be conducted regularly.

Qualifications Requirements and Performance Criteria

a. Academic Qualifications

- (i) At least a Masters Degree in relevant subject areas, AND
At least 5 years working experience in climate change, disaster management or related fields
- (ii) OR at least a Bachelor's Degree in relevant subject areas, AND
- (iii) At least 7 years working experience in climate change, disaster management or related fields.

b. Knowledge, Skills, and Abilities Requirements

Additional knowledge, skills and abilities that will be required of successful candidates include:

- (i) Working knowledge of the public and private sector, preferably, direct working experience with government, community-level interests, resource users and community groups, private sector and international organizations;
- (ii) Experience in project supervision of suppliers, consultants and contractors;
- (iii) Ability to communicate effectively in written and oral formats and to prepare reports;
- (iv) Strong leadership capabilities and a demonstrated record of successful leadership of multi-disciplinary teams;
- (v) Strong awareness of particular needs of vulnerable groups which include women, youth, elderly as well as the socio-economically and geographically marginalized;
- (vi) Knowledge of World Bank procurement and financial management guidelines;
- (vii) Functionally computer literate, possessing operational skills in word-processing and spreadsheet application, including software programs such as Word, Excel, PowerPoint, Microsoft Project;
- (viii) Appropriate involvement and/or experience in similar projects in Saint Lucia. Experience working in developing countries in general and in the Caribbean Region in particular, is an asset.
- (ix) Ability to communicate accurate information concerning processes, policies and procedures to diverse project stakeholders;
- (x) Ability to handle diverse stakeholders tactfully, courteously and diplomatically;
- (xi) Must be of high integrity, transparent, and accountable;
- (xii) Ability to establish and maintain effective working relationships with relevant agencies and bodies involved in the implementation of the project;

Further information on the assignment is contained in the Terms of Reference which can be obtained from the Project Coordination Unit.

Expressions of interest, together with CV's and other documents, may be sent by mail, email or fax and must be delivered to the address below by August 29, 2013.

Project Coordination Unit
Attn: Cheryl Mathurin, Project Coordinator
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