



Government of Saint Lucia

Department of Education and Digital Transformation

OECS Skills and Innovation Project

Terms of Reference for

Grants Management Coordinator

Prepared: August 20, 2025

Revised: June 12, 2026

I. Introduction

The World Bank's Board has approved US\$36 million to Grenada, Saint Lucia and the OECS Commission from the International Development Association (IDA) of the World Bank Group to finance the OECS Skills and Innovation Project (SKIP). Each participating country will receive funding in the amount of US\$15 million credit while the OECS Commission will receive an IDA grant in the amount of US\$6 million.

The OECS Skills and Innovation Project will provide for investments in post-secondary education to promote transversal and advanced technical skills among youth while strengthening regional cooperation in post-secondary education. Over the next six years, the project will benefit 40,000 youth (18 to 34 years of age) who are currently enrolled or will enroll in post-secondary institutions in the OECS region, and who will benefit from regional interventions to foster collaboration in the post-secondary education space. In addition, youth will benefit from the project's provision of (i) new tools to assess priority skills and support teachers in such skills development and (ii) industry linkages that also benefit 120 collaborating entrepreneurs and firms in academia-industry innovation projects to be undertaken through grant-financing.

Under Component 2.3, the project will foster collaborative innovation within Organization of Eastern Caribbean States (OECS) Member states. In Saint Lucia, the Innovation Division (ID) which forms part of the Department of Education and Digital Transformation (DOE) is a key stakeholder in the management of the Skills and Innovation Competitive Matching Grants Program (SKIMGP) given its technical mandate and authority in innovation facilitation.

The SKIMGP aims to stimulate innovation-led growth by providing competitive matching grants to collaborative innovation projects involving students, entrepreneurs, faculty, and private company partners.

The Innovation Division currently operates with limited staffing which may adversely impact its capacity to directly and effectively fulfill its mandate, which includes the management of the SKIMGP. To address this gap, through the OECS SKIP Saint Lucia, a Grants Management Unit (GMU) is being established to support the Innovation Division in the management of the SKIMGP executed under this project. Under the SKIMGP, fifty-five (55) individual grants and six (6) consortia grants are to be issued in Saint Lucia, over a three-year period.

The GMU is tasked with managing the technical and programmatic aspects of the program, including outreach, proposal solicitation, evaluation, contracting, monitoring, and learning. The GMU will leverage the project management expertise of the Project Implementation Unit (PIU) of the OECS SKIP through a hybrid arrangement that blends the capability resident within the PIU with onboarded grant management expertise. Through this hybrid approach the GMU will report to the PIU's Project Manager (PM) for fiduciary matters and to the ID Director for technical matters. The PIU retains fiduciary responsibility for procurement, financial management, and overall management of the grants facility under the OECS SKIP (Saint Lucia). The GMU will be led by a Grants Management Coordinator (GMC), who reports directly and is accountable to the Director of the ID, but who is advised by the PIU's Innovation and Entrepreneurship Specialist (IES) to ensure GMU operations are aligned with required Project outcomes. This hybrid model is therefore directly facilitated by the IES who will serve as a special liaison providing a strategic bridge between the GMU and the PIU to ensure operational alignment, coordination and effective communication across both units. In this role,

the IES, already established within the PIU, will facilitate cooperation, ensure seamless collaborations and translate PIU priorities into coordinated action. As a long-term strategic vision and in the interest of sustainability of project outcomes, it is the intention of the Government of Saint Lucia (GOSL) to house the GMU completely within the Innovation Division at the close of the OECS SKIP (Saint Lucia).

In establishing the GMU, the Department of Education seeks to engage a **Grants Management Coordinator** to lead the unit which will function as a subdivision of the ID.

II. Objectives of Assignment

The coordinator's primary responsibility is to ensure that the competitive matching grants program delivers measurable results, meets compliance and quality standards, and strengthens Saint Lucia's innovation ecosystem in line with national development priorities and fiduciary requirements of the funding agency - the World Bank Group. **Terms of Assignment**

This is a full-time consultancy service based in Saint Lucia. The salary and benefits assigned to this post will be consistent with the level of responsibility envisaged and within the scope of the Government of Saint Lucia's salary scale. This post does not include relocation allowance.

III. Scope of Work

The GMC coordinates and manages GMU operations and staff, supporting the implementation of the SKIMGP in accordance with the Regional Grants Manual (RGM) and within the established hybrid PIU–GMU governance framework. In this role, the GMC contributes to the effective, transparent, and results oriented implementation of the program, ensuring that GMU activities are aligned with approved procedures, timelines, and program objectives. Accountability for overall program results and fiduciary processes remains with the institutional framework defined under the OECS SKIP, including the Project Implementation Unit (PIU).

The role requires effective planning, implementation, monitoring, and reporting on the competitive matching grants program while maintaining strong coordination with the PIU for fiduciary functions. In discharging these responsibilities, the GMC shall work closely with the IES, and the PIU and ID staff. Specifically, the GMC shall:

1. GMU Coordination and Management

- Coordinate and manage GMU operations to support the implementation of the SKIMGP in accordance with the RGM, and other relevant policies of the Department of Education.
- Provide operational guidance to GMU staff, including Innovation Business Development Services Officers, the Monitoring, Evaluation and Learning (MEL) Officer, the Digital Grants Platform Officer, and administrative support staff, ensuring effective collaboration and performance.
- Ensure alignment of GMU activities with program work plans, timelines, and implementation priorities.

2. Program Implementation Coordination

- Coordinate GMU contributions to the planning and execution of grant-related activities as defined in the RGM, including outreach, calls for proposals, application processing,

implementation support, monitoring, learning, and closure. Work closely with PIU staff in the interest of successful operations of the SKIMP and overall Project outcomes.

- Support the organization and administration of grant processes, including calls for proposals, evaluation and selection processes, ensuring transparency, documentation, and procedural compliance as per RGM guidelines. For the evaluation and selection processes, the functions of the GMU are limited to administrative and logistics, and the GMC will serve as Secretariat on each of the panels with no voting rights to avoid any conflict of interest and guarantee a transparent and independent process.
- Ensure that all activities carried out by the GMU adhere to approved procedures, guidelines, and templates as defined in the RGM, including the approved Competitive Matching Grants Agreement templates.

3. Coordination with the ID, the PIU and External Partners

- Coordinate with ID staff, PIU staff (including technical specialists in procurement, financial management, environmental and social safeguards, and communications) to ensure effective integration of fiduciary and operational processes.
- Ensure effective communication and coordination between the GMU and the PIU through the IES acting in a liaison role.
- Facilitate coordination between the GMU and external entities involved in program delivery, including the consultant firm contracted to provide technical assistance to consortia projects, and strategic partners such as the OECS Commission and the OECS SKIP team in Grenada.

4. Oversight of Service Delivery and Technical Support

- Ensure that support provided to applicants and grantees is delivered in accordance with program guidelines, including standardized support mechanisms for applicants and coordination of technical assistance provided by external service providers.
- Ensure that technical assistance to consortia is delivered by the contracted TSP, and that the GMU's role is limited to coordination, facilitation, and monitoring of such support.
- Monitor implementation progress of funded activities in coordination with GMU staff, ID staff, the PIU and the IES, focusing on adherence to agreed milestones and reporting requirements.

5. Monitoring, Reporting, and Learning

- Coordinate with the MEL Officer to ensure that monitoring, evaluation, and learning systems are implemented in accordance with program and project requirements.
- Contribute to the preparation of program reports, and other relevant project reports, consolidating inputs from GMU staff and ensuring timely submission to the PIU and relevant stakeholders.
- Promote continuous learning and adaptive management by ensuring that implementation lessons are captured and reflected in program improvements, in coordination with the MEL function.

6. Stakeholder Engagement and Representation

- Support engagement with key stakeholders, including academic institutions, private sector partners, and relevant public agencies, to facilitate collaboration under the SKIMGP.

- Contribute to outreach and communication activities in collaboration with the ID Director and the PIU to promote program objectives and participation.
- Represent the GMU in meetings and coordination forums, as required, ensuring alignment with program objectives and governance arrangements.

7. Compliance and Risk Management

- Ensure that GMU operations are carried out in compliance with the RGM, applicable World Bank requirements, and national regulations.
- Identify and escalate implementation risks to the appropriate authorities, including the PIU Project Manager and the Director of the ID, and support the implementation of agreed mitigation measures.
- Maintain accurate records and documentation to support transparency, auditability, and compliance.

8. Other Duties

- Participate in all training facilitated by the World Bank or the PIU.
- Perform any other duties related to the effective coordination and management of GMU operations, as outlined in the RGM or assigned by the Director of the ID in coordination with the PIU Project Manager.

IV. Minimum Required Qualifications and Experience

- Master's Degree in Business Administration, Project Management, Development Studies, Innovation Management, or a related field, with at least five (5) years' relevant professional experience.

OR

Bachelor's Degree in Business Administration, Project Management, Development Studies, Innovation Management, or a related field, with at least ten (8) years' relevant professional experience.

- Minimum of three (3) years' experience in program leadership, strategic planning, and team supervision.
- Minimum of three (3) years in managing competitive matching grants programmes, from solicitation to close-out.
- Minimum of three (3) years in business development services or and entrepreneurial orientation.
- Minimum of three (3) years' experience with public sector/private sector collaboration or partnerships

The following would be an asset:

- Understanding of procurement and financial management under national and World Bank guidelines.
- Certification in Project Management (e.g., PMP, PRINCE2).

Core competencies:

- Knowledge of Caribbean innovation and entrepreneurship ecosystems.
- Strong background in managing donor-funded programs, with emphasis on innovation and entrepreneurship support.

- Strong communication, negotiation, networking and partnership-building skills.
- Experience in engaging diverse stakeholders, including micro, small and medium enterprises (MSMEs), academia, and government agencies.
- Ability to build and manage partnerships with public, private, and academic stakeholders.
- Ability to manage time, prioritize tasks, and deliver results in a fast-paced environment.
- High integrity, sound judgment, and a commitment to transparency and maintenance of ethical standards.
- Proven analytical, problem-solving, and decision-making skills.
- Excellent oral and written communication skills, including preparation of technical reports and presentations.

V. Duration

This full-time position is established for the duration of the OECS-SKIP, expected to be completed by December 2029. The contract will be issued for an initial period of twelve (12) months and may be renewed annually based on satisfactory performance.

VI. Work Location

The Consultant will be assigned a workstation at the Project Implementation Unit in Saint Lucia and will participate in all meetings, as required. The Consultant will undertake external activities; this includes but is not limited to: site visits (as appropriate) and consultations with relevant stakeholders/agencies to promote the program and foster collaboration.

VII. Reporting Arrangements

The Grants Management Coordinator will report to the Director of Innovation. The Officer shall, however, work closely with the Project Manager, through the IES. Fiduciary responsibility for procurement, financial management, and disbursement remains within the remit of the PIU.