



Government of Saint Lucia

Department of Education and Digital Transformation

OECS Skills and Innovation Project

Terms of Reference for

Innovation Business Development Services Officer

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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 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 ones. 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 PIU 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

Specialist, 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 an **Innovation Business Development Services (BDS) Officer**.

II. Objectives of Assignment

The Innovation BDS Officer will be responsible for delivering targeted innovation and business development services and support to prospective applicants and active grantees under the SKIMGP for the duration of the OECS SKIP. The role contributes to ensuring, in collaboration with other key stakeholders, that innovation projects are well-designed, commercially viable, and successfully implemented to deliver measurable benefits at the student, entrepreneurs, faculty, private firm and national level.

III. Terms of Assignment

This is a full-time consultancy 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.

IV. Scope of Work

The Innovation Business Development Services (BDS) Officer supports the implementation of the SKIMGP by facilitating participation, strengthening the quality of applications, and coordinating support to grantees in accordance with the Regional Grants Manual (RGM). The role contributes to program implementation through standardized support mechanisms, stakeholder engagement, and coordination of services, and operates within the GMU under the oversight of the Grants Management Coordinator (GMC). The BDS Officer does not provide specialized technical assistance to grantees; such services are delivered by designated Technical Service Providers (TSPs), in accordance with the RGM.

Specifically, the Innovation BDS Officer shall:

1. Support the design of induction, networking, and matchmaking events and provide coaching to support prospective applicants for individual and consortia grants (student, faculty, private firms and consortia partnerships) in forming applicant partnerships and in developing high-quality proposals, including clear innovation projects, business models, realistic implementation plans, and market-oriented innovation strategies.
2. Coordinate workshops, Q&A sessions and create material, and other activities, to assist all grantees in refining innovation project activities to strengthen technical feasibility and business viability, and developing Knowledge Transfer & Collaboration Plans (KTCPs).
3. Support grantees as follows:
 - a. Support to all Grantees
 - Support to grantees during all stages of implementation of the CMGP as outlined in the RGM. During the application process, the support to

applicants will be provided in a standardized, general and public manner and not personalized to guarantee transparency and integrity of the program.

- b. Support to Grantees under the Individual Grants type
 - Provide support for project implementation and periodic monitoring as outlined in the RGM.
 - Support grantees in identifying and engaging potential investors, customers, or partners, as well as career/work opportunities for student grantees after graduation.
- c. Support to Grantees under the Consortia Grants type
 - Collaborate with the TSP that will provide technical assistance on consortia projects to facilitate support with commercialization, intellectual property protection, and market entry strategies for innovation projects.
 - Coordinate with the TSP to facilitate training and mentoring for consortia grantees on topics such as financial management, marketing, supply chain management, scaling strategies, and investor readiness
 - Coordinate with the consultant firm to facilitate support to grantees in identifying and engaging potential investors, customers, or partners.
4. Coordinate with academic institutions, industry partners, and government agencies to facilitate collaboration and access to expertise.
5. Work with the PIU Procurement Specialist and GMU Procurement Officer to ensure timely preparation and submission of procurement documentation by grantees.
6. Work with the Monitoring, Evaluation and Learning (MEL) Officer to maintain records and track grantee progress, identify capacity gaps, and design targeted support interventions.
7. Document and share lessons learned, case studies, and best practices from supported projects to inform program learning.
8. Assist in organizing outreach events, innovation fairs, and matchmaking activities to promote the SKIMGP and showcase grantee achievements.
9. Contribute to monthly, quarterly and/or annual reports on innovation and business development activities, grantee performance, and program outcomes.
10. Contribute to the preparation of other Project reports, and other relevant project reports, and ensuring timely submission to the PIU and relevant stakeholders.
11. Participate in internal GMU planning meetings and contribute to the development of work plans and budgets.
12. Support coordination with other grant management team members, as appropriate, to ensure consistent and complementary service delivery to all grantees.
13. Maintain professional relationships with grantees, providing ongoing communication and responsive support.
14. Participate in all training facilitated by the World Bank or the PIU.
15. Perform all other duties related to the SKIMGP outlined in the RGM and as assigned by the GMC. The Officer shall also work in close collaboration with the IES and other relevant ID and PIU personnel.

V. Minimum Required Qualifications and Experience

- Bachelor's Degree in Business Development, Business Administration, Entrepreneurship, Innovation Management, Technology Commercialisation, or a related field.
- Minimum of three (3) years of experience supporting existing micro, medium and small enterprises (MSMEs), startups, or academic-industry partnerships.
- Minimum of three (3) years of experience with business development, commercialization, intellectual property management, and market development.
- Minimum of three (3) years of experience working within a Caribbean innovation and entrepreneurship ecosystem(s).
- Minimum of three (3) years of experience in supporting innovation projects.
- Minimum of three (3) years of experience in supporting grantees with investment readiness.
- Minimum of three (3) years of experience working on donor-funded projects.

Core competencies:

- Ability to work independently and as part of a multidisciplinary team.
- Strong problem-solving skills and adaptive thinking.
- Excellent communication skills (oral and written) and the ability to engage effectively with multiple stakeholders.
- Strong facilitation and training skills, with the ability to mentor diverse project teams.
- Experience supporting MSMEs on innovation-driven activities.
- Proven ability to deliver quality business development support services.
- Strong understanding of commercialisation pathways and market dynamics.
- Excellent stakeholder engagement and partnership-building skills.
- Ability to provide practical, results-oriented advice to grantees.
- Ability to maintain high standards of integrity, confidentiality, and professionalism.
- Ability to prepare technical reports and presentations.
- Proficiency in MS Office applications and ability to use online collaboration tools.

The following would be an asset:

- Familiarity with monitoring and evaluation processes for innovation projects.
- Working knowledge of procurement.

VI. 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, using agreed targets and milestones.

VII. Work Location

The Consultant will be assigned a workstation at the Project Implementation Unit and will participate in all grant-related 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 innovative collaboration.

VIII. Reporting Arrangements

The Innovation Business Development Services Officer will report directly to the Grants Management Coordinator (GMC). The Officer shall, however, work closely with the PIU through the IES.