



Government of Saint Lucia

Department of Education and Digital Transformation

OECS Skills and Innovation Project

Terms of Reference for

Monitoring, Evaluation and Learning (MEL) 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 (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 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,

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 **Monitoring, Evaluation and Learning (MEL) Officer**, for part-time¹ services.

II. Objectives of Assignment

The Monitoring, Evaluation and Learning (MEL) Officer will be responsible for establishing and managing the monitoring, evaluation, and learning systems for the SKIMGP. This includes data collection, research, tracking of program performance, analysis, reporting, and facilitating learning for continuous improvement and adaptive management. The role ensures that performance information is accurate, timely, and aligned with World Bank and national reporting requirements.

III. Terms of Assignment

The officer will work closely with other GMU, ID and PIU staff, as well as other relevant stakeholders such as the program's partnering institutions and grantees. This is a part-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 MEL Officer shall monitor operations and activities of the CMGP with a view towards ensuring compliance with the Regional Grants Manual (RGM), national and World Bank regulations, and the overall attainment of desired Project outcomes. Specifically, the MEL Officer shall:

1. Support the development and implementation of a comprehensive MEL framework and system for the SKIMGP, in line with World Bank guidelines, including the Geo-Enabling Monitoring & Supervision (GEMS) method, and in keeping with national guidelines.
2. Design and maintain data collection tools, databases, and reporting systems to track grant application, selection, implementation, and results as outlined in the RGM.
3. Coordinate baseline, and periodic data collection for funded projects in accordance with the RGM.
4. Ensure data quality through verification, validation, and periodic site audits.
5. Work with Innovation Business Development Service (BDS) Officers to track grantee performance against agreed milestones.).
6. Research trends and issues in the innovation ecosystem, including leading innovative technologies, procedures and processes, and their application across relevant sectors, with a view towards enhancing the implementation of innovation projects.
7. Prepare monthly, quarterly and/or annual MEL reports for submission to the Project Manager of the OECS SKIP, through the Grants Management Coordinator (GMC).

¹ The consultant shall primarily function remotely and shall report to office for in-office assignments, as required. A work station will be assigned within the PIU. The consultant shall conduct field activities or assignments and participate in face-to-face and virtual meetings, where required.

8. Contribute to the preparation of other Project reports, and ensuring timely submission to the PIU and relevant stakeholders.
9. Conduct field visits to monitor grantee activities and verify reported outputs and outcomes.
10. Analyze trends and lessons learned to inform adaptive management and program improvement.
11. Provide statistical data measuring project outputs and outcomes.
12. Maintain up-to-date records of MEL activities and ensure accessibility of information by authorised stakeholders.
13. Collaborate with the GMC to ensure that MEL activities are integrated into GMU work plans and budgets.
14. Coordinate capacity building of GMU staff and grantees in MEL concepts, tools, and best practices.
15. Ensure compliance with ethical standards in data collection, storage, and reporting, in line with the World Bank Policy on Personal Data Privacy.
16. Participate in all training facilitated by the World Bank or the PIU.
17. Perform any other related duties assigned by the, by the GMC, in collaboration with the IES.

V. Minimum Required Qualifications and Experience

- Bachelor's Degree in Monitoring and Evaluation, Statistics, Economics, Development Studies, Data Science, Research Methods, Mathematics or related field.
- Minimum of three (3) years' experience in monitoring and evaluation within donor-funded programs.
- Minimum of three (3) years' experience in designing MEL frameworks, tools, and data management systems.
- Minimum of three (3) years' experience Using one or more statistical software packages or programmes. This includes, but is not limited to: SPSS, MS Access, MS Excel, STATA
- Minimum of three (3) years' experience in applied results-based management.
- Minimum of three (3) years' experience in both qualitative and quantitative data collection and analysis, and report formulation.

Core competencies:

- Ability to work independently and collaboratively in a team environment.
- Ability to work effectively with multidisciplinary teams and diverse stakeholders.
- Ability to maintain high standards of integrity, confidentiality, and professionalism.
- Excellent presentation and communication skills (oral and written).

The following would be an asset:

- Experience in performance measurement for innovation, entrepreneurship, or economic development programs.
- Experience in conducting MEL within a project environment.
- Certificate in Monitoring and Evaluation.

VI. Duration

This part-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 shall primarily function remotely and shall report to office for in-office assignments, as required. A work station will be assigned within the PIU. The consultant shall conduct field activities or assignments and participate in face-to-face and virtual meetings, where required.

VIII. Reporting Arrangements

The Monitoring, Evaluation and Learning Officer will report directly to the Grants Management Coordinator (GMC). The Officer shall, however, work closely with the PIU through the IES.