

Terms of Reference
OECS Project Support Officer

I. Assignment Information

Title: OECS and innovation Project Support Officer

Providing logistical and technical support for the UNDP's work in the OECS and UNDP innovation projects.

Duty Station: Barbados and the OECS Multi-country office, Barbados.

Starting Date: 13 January 2020

Duration of the consultancy: 11 months

II. Background

On October 21, 1974, the United Nations Development Programme (UNDP) and the Government of Barbados entered into an agreement to "support and supplement the national efforts of developing countries at solving the most important problems of their economic development and to promote social progress and better standards of life."

Subsequently, similar agreements were entered with Governments of the ten countries the UNDP Multi-Country Office for Barbados and the Organisation of Eastern Caribbean States (OECS) serves: Anguilla; Antigua and Barbuda; Barbados; the British Virgin Islands; the Commonwealth of Dominica; Grenada; Montserrat; Saint Lucia; St. Christopher (St. Kitts) and Nevis and, St. Vincent and the Grenadines.

The agreements have established the framework within which UNDP serves and is the foundation on which programme documents such as the UN Multi-Country Sustainable Development Framework and the Sub-regional Country Programme Document are built. UNDP works in the region continues to evolve and now ranges from poverty and governance to sustainability solutions, energy and recovery and resilience.

The UNDP Multi-Country Office is based in Barbados with approximately 50 members of staff. In other three OECS territories - Antigua & Barbuda, Dominica and the British Virgin Islands - UNDP has established projects offices since 2017. For the remaining six territories - Anguilla, Grenada; Montserrat; Saint Lucia; St. Christopher (St. Kitts) and Nevis and, St. Vincent and the Grenadines - UNDP has a multitude of projects in the areas of sustainable development, climate and disaster resilience, and energy and environment. However, there are no physical UNDP offices in these countries where UNDP it is seeking to strengthen its capacity.

Equally, UNDP is promoting innovation as a development driver and additional support is needed for different pioneer projects that UNDP Barbados and the OECS is supporting such as the Accelerator Lab on Blue Economy and the Household and Building Damage Assessment (HBDA).

In this context, UNDP is seeking to engage an IC to strengthen its capacity. The objectives of this consultancy are twofold. The first is to strengthen UNDP capacity in the OECS region. The second objective is to support different innovation projects such as the Blue Lab and the HBDA.

III. Duties and Responsibilities

The OECS and innovation Project Support Officer will focus in Anguilla; the British Virgin Islands; Grenada; Montserrat; Saint Lucia; St. Christopher (St. Kitts) and Nevis and, St. Vincent and the Grenadines. S/he will report directly to the Deputy Resident Representative (DRR) and will work in collaboration with Head of thematic units, the Blue Lab and the HBDA teams. The OECS and innovation Project Support Officer will also work closely with the teams in the islands and other relevant partners as needed on relevant issues, including the following:

OECS Support

Support will be needed in different matters across the OECS region. Those include but are not limited to:

- Support the identification, development and realization of implementation plans and activities for the Eastern Caribbean. This will include but not be limited to support activities based on funding received from different donors, mainly governments.
- Serve as liaison with UNDP partners in the different islands and territories.
- Assist with the consolidation of country/territory information.
- Contribute to enhance coordination and synergies amongst UNDP interventions.
- In collaboration with the communications team, support visibility and communications around UNDP's activities in support of the OECS countries, including launch events and website articles.
- Provide support in liaising with relevant partners, governments, UN agencies and others.
- Support any personnel (e.g. procurement and logistics specialists) as may be required in carrying out activities relating to the projects in the impacted territories.
- Provide logistical support (booking of flights, accommodation, etc.) for personnel involved in the recovery activities and associated office related activities.
- Provide support to UNDP in undertaking programme monitoring; identify issues that impact implementation and propose risk mitigation strategies.

The Blue Lab

Provide support to the Blue Lab team in the following areas:

- Provide advice and technical and operational support to the Blue Economy Accelerator Lab team.
- Liaise with the Accelerator Lab Management team in HQ.
- Liaise with the other 59 Accelerator Labs teams around the world to strengthen the capacity of the Blue Lab.
- Work with UNDP colleagues and stakeholders on the design of experiments across UNDP portfolio to validate the hypotheses and test the effectiveness of identified prototypes.
- Support stakeholders and the Blue Lab team in the execution and reiteration of experiments for rapid learning.
- Help with knowledge management of the experiments.
- Gather information for Monitoring and Reporting on Blue Lab results.
- Assist with the reach out and educational campaign for 2020.
- Provide support for the identification of innovators.

The Building Damage Assessment

Provide support to the UNDP Crisis Bureau in HQ, UNDP Barbados and IMPACT team in Geneva in their efforts to incorporate the HBDA tool as a UNDP corporate tool in 2020. Support is needed in the following areas:

Update BDA methodology:

- Review BDA 2.0 methodology including sampling strategy, research questions and analysis plan.
- Systematise the BDA 2.0 questionnaire based on BDA 1.0 and BDA 2.0 pilot exercise and relevant experiences/tools from UNDP, IMPACT and other organizations.
- Finalise BDA 2.0 survey tool using Kobo toolbox.
- Review and improve the BDA data visualization tool (e.g. Power BI, Geospatial analysis applications, etc.).

Finalise toolbox and guidelines:

- Draft and finalize BDA 2.0 handbook, including guidance notes and SOPs.
- Prepare assessment team members terms of reference for required profiles and expertise for the BDA.
- Design BDA 2.0 information products template.
- Compile hardware, software and service requirements for conducting a BDA.

Training and Dissemination:

- Develop BDA 2.0 training modules for trainers.
- Support integration of the BDA 2.0 toolkit with similar tools available from UNDP and other organizations, including members from the Global Shelter Cluster.
- Develop brief brochures, content for BDA 2.0 microsite, and Microsoft PowerPoint presentations and enumerators.

IV. Duration of the Consultancy

11 months: 13 January – 12 December 2020.

V. Competency requirements and Education

Technical/Functional

The individual must fulfil the minimum requirements hereunder:

- Education and experience: MA or equivalent in social sciences, disaster management, project management journalism, international relations, politics or related field;
- 2-3 years of experience in working on development projects, volunteering experience complemented with an academic background in the relevant field also acceptable;
- Experience in the Caribbean;
- Experience in innovation projects;
- Experience in Building Damage Assessment tool or similar;
- Interest in politics with a special focus on the Latin America and Caribbean (LAC) region;

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- Interest in recovery work and resilience;
- Language: English at a working level. Any other language of the LAC region is an asset;
- Ability to use social media is an asset.

Core Behavioral Competencies include:

- Effective interactive communication;
- Client service and people-oriented;
- Initiative taking;
- Creative thinking;
- Relationship/network building;
- Teamwork and cooperation;
- Adaptability;
- Effective time management and ability to work within tight deadlines.

VI. Supervision

The consultant will work under the direct supervision of Deputy Resident Representative

VII. Deliverables

Deliverables	Timeline
Activities report <ul style="list-style-type: none"> • OECS Support • The Blue Lab • The Building Damage Assessment • Others 	12 Feb 2020
Activities report <ul style="list-style-type: none"> • OECS Support • The Blue Lab • The Building Damage Assessment • Others 	12 March 2020
Activities report <ul style="list-style-type: none"> • OECS Support • The Blue Lab • The Building Damage Assessment • Others 	12 April 2020
Activities report <ul style="list-style-type: none"> • OECS Support • The Blue Lab • The Building Damage Assessment • Others 	12 May 2020
Activities report <ul style="list-style-type: none"> • OECS Support • The Blue Lab • The Building Damage Assessment • Others 	12 Jun 2020
Activities report	12 July 2020

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<ul style="list-style-type: none"> • OECS Support • The Blue Lab • The Building Damage Assessment • Others 		
Activities report <ul style="list-style-type: none"> • OECS Support • The Blue Lab • The Building Damage Assessment • Others 	12 August 2020	
Activities report <ul style="list-style-type: none"> • OECS Support • The Blue Lab • The Building Damage Assessment • Others 	12 September 2020	
Activities report <ul style="list-style-type: none"> • OECS Support • The Blue Lab • The Building Damage Assessment • Others 	12 October 2020	
Activities report <ul style="list-style-type: none"> • OECS Support • The Blue Lab • The Building Damage Assessment • Others 	12 November 2020	
Final report with main results and suggested way forward	12 December 2020	

VIII. Documents to be included when submitting the proposals.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Proposal explaining why they are the most suitable for the work;
- Updated CV.

Reviewed and Acknowledged: