



Government of Saint Vincent and the Grenadines

Caribbean Regional Communications Infrastructure Program

TERMS OF REFERENCE

FOR CONSULTING SERVICES

For the

GRANTS MANAGER

SVGCARCIP - C - IC- 7

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BACKGROUND

The Government of St. Vincent and the Grenadines (GoSVG) continues to leverage ICT in meeting its development goals. As part of the National ICT Strategy and Action Plan, the GoSVG has commenced the implementation of the Caribbean Regional Communication Infrastructure Program (CARCIP). This project is funded by the World Bank and is designed to (i) bridge the ICT infrastructure gaps at the national and regional levels, (ii) stimulate growth of the IT and IT-Enabled Services sector and (iii) create an enabling environment that fosters competitive access to ICT infrastructure, the IT/ITES sector and other applications industry. The project consists of three components: (1) Regional Connectivity Infrastructure; (2) ICT-led Innovation; (3) and Project Implementation Support

In an effort to strengthen the ITES sector, funds have been allocated under component no. 2 of the CARCIP for ICT skills development and business incubation support. To this end, the Central Planning Division (CPD) in the Ministry of Finance and Economic Planning is seeking to recruit a Grants Manager to assist the Government of St. Vincent and the Grenadines in implementing targeted programs in ICT skills development and certification, and business incubation. The Grants Manager would be assigned to the Department of Telecommunications Science and Technology (DTST) in the Ministry of Foreign Affairs, Foreign trade, Commerce and Information Technology, and will be responsible for the implementation of the BITG sub-component of the CARCIP. The position will be a contracted full time staff position. Work will be performed on site at the office of the DTST located in Kingstown, St. Vincent.

OBJECTIVE

The overall objective of the assignment is to improve the capacity of ICT/ITES industry to create jobs and increase the national output. Accordingly, performance based subsidies amounting to approximately US\$ 1.6 million would be provided as follows:

1. Skills training grants US\$0.525 million
2. Business Incubation grants US\$1.075 million

The CPD, along with the Department of Telecommunications Science and Technology (DTST) in the Ministry of Foreign Affairs, Foreign trade, Commerce and Information Technology, expects to implement this activity through a full-time consultancy for a period one year in the first instance. The contract would be renewable annually, subject to satisfactory performance, up to maximum of three years.

SCOPE OF ASSIGNMENT

The Grants Manager will be responsible for implementation of the skills training and business incubation grants sub-component of the CARCIP. The duties will include:

(i) General Management

- Develop and agree with CPD/DTST on a work plan encompassing a detailed delivery schedule for each grant award.
- Develop a communication Plan including budget for the implementation of the Grants Programme.
- Establish and maintain a correspondence filing system and record keeping system in compliance with DTST administrative procedures to track all in-coming and out-going correspondence and documentation.
- Establish and maintain a register of complaints received from any source in relation to the grants and actions taken to resolve complaints. The Grants Manager will advise DTST immediately of any complaint received and obtain clearance before responding.
- Design and provide content for promotional materials for production.
- Maintain an asset register of all equipment procured under the Grants Manager sub-project.
- Provide updates to the Project Coordinator on the grants sub-component when necessary.

(ii) Grants Award Process

- Ensure adequate publicity of grant competitions and awards.
- Assist CPD and the Project Coordinator, as requested, in preparing calls for proposals and coordinate review process.
- Prepare evaluation reports of proposals in compliance with World Bank procurement guidelines.
- Assist with preparation of contracts and grant agreements.
- Approve, subject to the Project Coordinator's no-objection, business and training plans which fall within the threshold for approval by the Grants Manager.
- Make recommendations to the Project Coordinator and the Project Steering Committee on business and training plans whose investment costs are above the Grants Manager's threshold for approval.

(iii) Grant implementation due diligence and management

- Ensure due diligence on all funded subprojects, including providing technical and financial due diligence on each grant proposal made by firms; ensuring that the procurement procedures specified in the Manual have been adhered to; verifying all invoices before submitting them through the Project Coordinator for payment.
- Establish and maintain a monitoring and evaluation regime acceptable to CPD/DTST.
- Provide progress reports for all grant awardees (this can be consolidated into one report).
- Provide detailed project performance indicators in accordance with M&E Framework in consultation with the Monitoring and Evaluation Unit in CPD.
- Assist the M&E Unit with the development and implementation of related surveys to address emerging priorities and informational needs.
- Assist in quarterly reviews of the grant program portfolio by the CARCIP Steering Committee.

DELIVERABLES

The expected deliverables are as follows:

Deliverables	Timing
Completion of Workplan	Commencement date + 1 month
Completion of communication plan	Commencement date + 1 month
Completion of Grants Promotional Materials (preparation & design of fliers, banners, stickers etc)	Commencement date + 1 month
1st grants promotion event	Commencement date + 2 months
2nd grants promotion event	Commencement date + 6 months
Quarterly Progress reports (Calendar)	
Annual Report	
Completion Report	

REPORTING REQUIREMENTS

The Grants Manager will report to the Project Coordinator for the CARCIP. The Consultant will submit to the Project Coordinator four (4) hard bound copies and an electronic copy of all scheduled reports. Reports will be reviewed by CPD, DTST, and the World Bank.

QUALIFICATIONS AND EXPERIENCE OF CONSULTANT

The Grants Manager will be an individual consultant with the following qualifications:

- Bachelors degree in business or related field required, an MBA will be an asset.
- Ability to manage beneficiaries.
- Excellent negotiation skills.
- Experience with business continuity plans and procedures and Business Case Development.
- A minimum of five (5) years of experience in the delivery of business development services.
- Previous experience in managing grants or similar technical assistance programs.
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations.
- Proven success with achieving consensus with multiple stakeholders.