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**Government of Saint Lucia**

**Saint Lucia Solid Waste Management Authority**



**UNLEASHING THE BLUE ECONOMY (UBEC) PROJECT**

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**TERMS OF REFERENCE**

**FOR**

**PROJECT LIAISON OFFICER (SOLID WASTE)**

**UNLEASHING THE BLUE ECONOMY IN THE CARIBBEAN REGION**

The following sets forth the terms of reference (TOR) for the Solid Waste Management - Project Liaison Officer (the "SWM- PLO") for the Unleashing the Blue Economy in the Caribbean (UBEC) Project (the "Project").

The SWM-PLO is part of the Project Implementation Unit (PIU) embedded within the Saint Lucia Solid Waste Management Authority (SLSWMA). While they report to the PIU, day-to-day supervision and technical oversight is managed by the General Manager of the Saint Lucia Solid Waste Management Authority.

<b>Country</b>	<b>Saint Lucia</b>
<b>Project Name</b>	<b>Unleashing the Blue Economy in the Caribbean (UBEC)</b>
<b>Expected Duration of the Service</b>	<b>12 months in the first instance</b> (contract renewal is subject to the availability of funds and successful performance evaluation)
<b>Duty Station</b>	<b>Saint Lucia Solid Waste Management Authority (SLSWMA)</b>

## **1.0 BACKGROUND**

The UBEC Program is a series of projects (SOP) to be implemented over five to fifteen years; (each project has a five-year period) as per projected country demand. The proposed UBEC Project under phase 1 of the SOP is designed to stimulate economic recovery and support marine and coastal resilience in Grenada, Saint Lucia and Saint Vincent and the Grenadines. This will be done by strengthening the sustainability and competitiveness of two critical interconnected sectors namely tourism and fisheries and one underlying enabling infrastructure service i.e. waste management. The Program is designed to achieve its objectives through national and regional interventions, secondary to the following four components:

1. Strengthening regional and national policies and institutional frameworks to bring back business and attract new investments.
2. Scaling up innovative financing mechanisms aimed at enhancing employment, productivity and liquidity in the tourism, fisheries and waste management value chains, through a regional Micro, Small and Medium

Sized Enterprise matching grant program and a regional climate-risk fisheries insurance scheme.

3. Supporting investment in key infrastructure to de-risk and leverage private investment in blue economy activities and build resilience, including to climate change.
4. Adopting a contingency emergency response mechanism to promptly respond to future crises, including natural disasters.

## **2.0 OBJECTIVE OF THE ASSIGNMENT**

The overall objective of this assignment is to coordinate and support the implementation of the solid waste management components of the UBEC Project in Saint Lucia.

To facilitate this objective, the Project is seeking to procure the services an individual consultant (i.e. the PLO) who will assume responsibility for the overall and day-to-day management of the project activities. The PLO will thus serve as the main operational link between the PIU, SLSWMA and all other stakeholders involved in project implementation.

## **3.0 GENERAL SCOPE OF SERVICES**

The PLO shall be responsible overall and day-to-day for implementation of Solid Waste related activities under the project. This necessitates that the SWM-PLO coordinates project activities to ensure effective and timely implementation; and liaises with key stakeholders including the staff of the PIU and the technical team at the World Bank (WB). The officer shall be responsible for communicating with stakeholders including the project beneficiaries, to ensure effective participation during project implementation.

The officer will also be responsible for the maintenance and regular update of the Project Implementation Manual and for ensuring that project activities are conducted in accordance with the relevant laws of Saint Lucia and WB Guidelines.

#### **4.0 SPECIFIC SCOPE OF SERVICES**

Responsibilities, Activities and Tasks to be carried out by the SWM-PLO:

1. Develop and update as necessary, in consultation with the PIU, detailed work plans for the Solid Waste management components of the UBEC Project, providing technical and policy inputs on these work plans as required.
2. Coordinate the implementation of the work plan activities in close collaboration with the PIU and the SLSWMA.
3. Provide technical input into the preparation and review of TORs, development of technical specifications, and preparation of bidding documents; and assist in the evaluation of proposals;
4. Prepare monthly reports capturing project progress, status, challenges, results framework etc. to support operational, financial and results-based monitoring for the project; and make recommendations on actions to address challenges and weaknesses.
5. Coordinate workshops, meetings, training activities to support workplan implementation in collaboration with the PIU, staff at the SLSWMA and other stakeholders and ensure the preparation of reports, or other relevant documentation from these events.
6. Prepare relevant documentation on the outputs and outcomes of the implementation of activities and ensure their timely submission to the Project Manager for review and onward action and inclusion into the projects files database.
7. Work closely with the Monitoring and Evaluation Specialist of the PIU to ensure timely submission of project performance indicator data and information to populate relevant templates to update the overall Project Monitoring and Evaluation Plan in compliance with World Bank requirements.
8. Coordinate with the Finance Manager at the PIU to ensure the timely preparation and submission of relevant documentation to support budget forecasts and withdrawals for procurement of goods and services.
9. Coordinate with the Procurement Manager at the PIU to ensure that the Procurement Plan is aligned with the timelines for implementation of project activities and undertake updates and revisions as required to eliminate delays.
10. Work closely with the Communications Specialist of the PIU and the Information and Communication Unit of the SLSWMA for visibility of the project and its outcomes and to ensure support for community engagement activities;

11. Work closely with the Environmental and Social Safeguards Specialists at critical stages of project implementation to ensure compliance with national and World Bank standards and procedures and to negate/mitigate any negative social or environmental impacts from project activities.
12. Capture and document lessons learned and best practices to improve efficiency throughout project implementation, and to support visibility of project outputs led by the Communications Specialist and in collaboration with the Information and Communications Unit of the SLSWMA.
13. Liaise with PIU to contribute to project documentation and tools including stakeholder register, activity listing, issues log, etc. that will form part of the PIU document repository.
14. Provide technical and logistical support for consultants engaged to undertake specified project activities in country.
15. Any other related duties as assigned by the General Manager to advance Project activities.

## **5.0 DURATION OF THE SERVICES**

The SWM-PLO will be engaged on a full-time basis for a period of twelve months in the first instance. The employment contract is renewable annually, subject to the availability of funding and satisfactory performance.

## **6.0 PERFORMANCE ASSESSMENT**

The following indicators will be used to assess the performance of the SWM-PLO:

1. Project activities implemented effectively as per approved work plan and budget.
2. Quality of outputs delivered.
3. Effective working relationships with key stakeholders.
4. High visibility and ownership of the project outputs and outcomes among key stakeholders.
5. Demonstration of accountability and responsible management practices.

6. Openness to learning and change; and ability to adaptively manage project activities.

## **7.0 OUTPUTS AND DELIVERABLES**

The SWM-PLO is expected to deliver the following key outputs:

1. Annual / quarterly / monthly workplans and budgets.
2. Terms of reference and/or specification sheets and quotations for the procurement of local goods and services for the project.
3. Technical and financial evaluation reports.
4. Reports of meetings, including participants list, photographs and stakeholder recommendations.
5. Monthly progress reports.

## **8.0 TERMS AND CONDITIONS OF EMPLOYMENT**

The engagement is full-time, and the SWM-PLO will be stationed at the Head Office of the SLSWMA. The officer will be supervised by the General Manager, SLSWMA but with a solid reporting line to the PIU Project Manager, and will work closely with the management team and technical staff of the Authority and the PIU.

1. The SLSWMA shall provide the SWM-PLO with:
  - a. office space and access to the equipment / tools necessary for carrying out the assignment.
  - b. data and documents required for the execution of the Project.
2. Where necessary, the SLSWMA shall assign technical officers / counterparts to assist the SWM-PLO with the execution of duties assigned.
2. Documents or data provided by the SLSWMA for the purpose of the Project shall be considered confidential and should not be disclosed to any other party.

3. The SWM-PLO shall undertake the assignment with the highest professional standards and exercise confidentiality in the discharge of his/her duties.
4. To ensure impartiality, the SMW-PLO must not be affiliated in any way with individuals or business entities that provide or are seeking to provide goods or services to the Project.

## **9.0 QUALIFICATIONS AND EXPERIENCE REQUIREMENTS (MINIMUM REQUIREMENTS)**

In the assessment of applications, consideration will be given to qualifications and experience on similar assignments. Candidates are expected to possess the following minimum qualifications, experience and competencies:

1. A bachelor's degree in either environmental management, environmental engineering, environmental science, solid waste management or relevant engineering disciplines. A Master's degree in any of these fields will be advantage.
2. A minimum of five (5) years relevant practical work experience, encompassing project planning and/or project implementation and waste management.
3. Excellent written and oral communication skills.
4. Proficiency in the use of Microsoft suite of tools, including Microsoft PowerPoint and Excel;
5. Professional certification in project management would be an asset.
6. Experience in undertaking or facilitating stakeholders' consultation
7. Experience within the Caribbean region within the solid waste management sector.
8. Experience with Research focus on solid waste management or related area
9. Experience with Environmental & Social Assessments