



**ORGANISATION OF EASTERN CARIBBEAN STATES**

**INVITATION FOR EXPRESSIONS OF INTEREST**

**CONSULTANCY SERVICES TO DESIGN A SOCIAL PROTECTION TOOLKIT FOR  
THE OECS REGION**

The Organisation of Eastern Caribbean States (OECS) Commission invites interested eligible Individual Consultants to submit Expressions of Interest for the provision of consultancy services to *design a toolkit to strengthen social protection systems to be integrated, comprehensive, and adaptable to shocks as well as enabling progressive universal coverage in the OECS Region.*

The Terms of Reference and Guidelines for the Submission of Expressions of Interest for this consultancy are provided below.

# TERMS OF REFERENCE

## CONSULTANCY TO DESIGN A SOCIAL PROTECTION TOOLKIT FOR THE OECS REGION

Organisation of Eastern Caribbean States (OECS)  
Social Development Unit

### 1.0 BACKGROUND AND INTRODUCTION

The Organization of Eastern Caribbean States (OECS) Commission serves eleven Member States: seven full and six associate member states. Of these numbers six are independent nations: Antigua and Barbuda, Dominica, Grenada, St Kitts and Nevis, St Lucia and St Vincent and the Grenadines; three are British Overseas Territories: Anguilla, British Virgin Islands and Montserrat; and two are French Overseas Territories: Martinique and Guadeloupe. Together the stated islands are home to an estimated population of 1,509,721 inhabitants; 30% of which are children (individuals aged 0-17 years), 24% are youth (individuals aged 15 to 29 years) and 13% are older persons (aged 60 and above). This means that over 64% (including single female headed households) can be categorised as vulnerable to poverty, shocks, and social exclusion. Such a situation combined with their high vulnerability and exposure to climate hazards (IPCC, 2018) such as tropical storms, hurricanes, sea level rise, ocean acidification, and changing patterns of precipitation; high debt to GDP ratio, and small mono-economies, makes it imperative that member states establish robust and comprehensive social protection policies and programmes.

**Social protection** is the *‘set of policies and programmes aimed at preventing or protecting all people against poverty, vulnerability and social exclusion throughout their lifecycle, with an emphasis towards vulnerable groups’*, as defined by the Inter-Agency Social Protection Assessment (ISPA) Initiative. These instruments take the form of contributory and non-contributory schemes/programmes and labour market policies and interventions (see Figure 1). They serve to mitigate against life cycle risks and other external shocks and enable economic development by increasing the number of persons participating in the workforce and enhancing social stability. Therefore, the adaptiveness, sustainability and comprehensiveness of these policies and programmes become ever more important in times of humanitarian crisis, during which the number of persons in need may increase exponentially overnight.

To assist Member States in increasing the social resilience of their populations, the OECS Commission and UNICEF Eastern Caribbean are collaborating to help develop technical tools and capacities to formulate, implement and manage robust and comprehensive social protection

policies and programmes which serve those who need support both outside of and during/after a humanitarian crisis.

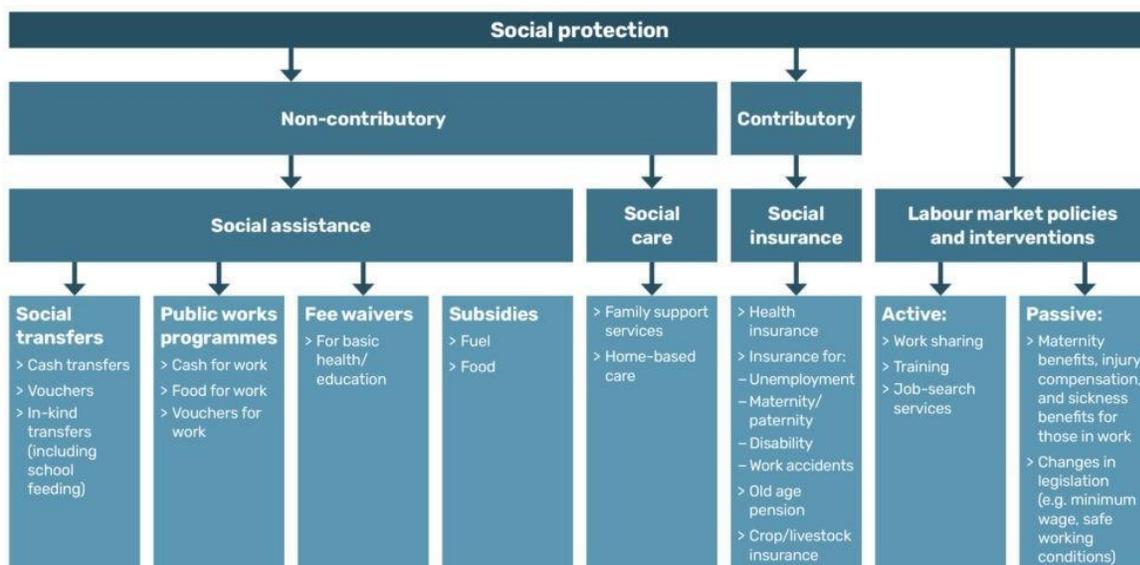


Figure 1: Types of social protection coverage

## 2.0 OBJECTIVE

The purpose of this Consultancy is to design a toolkit as part of a capacity building process to provide policy-makers and practitioners in the Eastern Caribbean with the technical tools and capacities needed to strengthen social protection systems that are progressively universal, child-sensitive and shock-responsive. Guided by the Convention on the Rights of the Child (CRC), Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), Grand Bargain principles, the Agenda 2030 and its Sustainable Development Goals (SDGs), international agreements and guiding frameworks, the toolkit does not aim to repeat existing global and regional guidance and toolkits, but will guide its users towards such resources as a “one-stop shop” for technical assistance on social protection.

The purpose of this toolkit is threefold:

- 1) To make practical guidance available to policy-makers and practitioners in a user-friendly way on how to assess, design, implement, and monitor social protection programmes and systems, including in contexts of crises (**one-stop shop**);
- 2) To accompany the transition from Social Policy Framework to OECS Social Inclusion and Social Protection Strategy/Framework by providing a **regional lens** to existing resources –and evolving as countries/territories move forward in implementation;
- 3) To provide a platform for peer-to-peer exchanges and a **capacity building process** for and with OECS Member States.

The tool is expected to comprise guidance - incorporating already existing resources – supported by short briefs, checklists, assessment tools, templates (e.g. ToRs, job descriptions of key social protection functions) and study cases, to provide options for consideration, for the following components, but not limited to:

1. Evidence to inform programmes and policies including child poverty and vulnerability analyses, systems, and programme assessments, monitoring and evaluations.
2. Policy, legislative and financing frameworks for social protection and coordination mechanisms or integration of services.
3. Programmes design, coordination and harmonization including social assistance, social insurance, labour market programmes and the social service workforce.
4. Administrative mechanisms and tools such as programme beneficiary registries or social registries, payment mechanisms and feedback mechanisms.

### 3.0 SCOPE OF SERVICES

Under the guidance of the Head, Social Development Unit, OECS Commission, the Consultant will be required to:

1. Review relevant global and regional guidance and toolkits regarding their usefulness for the purpose of a regional OECS toolkit (including but not limited to: the ISPA tools, TRANSFORM methodology incl. on shock-responsive social protection/SRSP, OPM SRSP toolkit, European Commission’s Tools and Methods Reference Doc. 26, ODI guidance on gender sensitivity, UNICEF child-sensitivity toolkit, Social Protection toolbox, and the existing OECS [Social Policy for Children’s Rights toolkit with relevant and up-to-date data and information](#)).
2. Develop the toolkit’s learning methodology building on existing resources and draft missing elements as needed to guide the user to (max. 10-page) short guidance briefs with checklists, assessment tools, templates (e.g. for ToRs, job descriptions of key social protection functions), supported by study cases (incl. audio-visual material);
3. Organize a series of consultations and exchange opportunities with Member States around the different topics of the toolkit throughout the development process;
4. Work with a web developer to make this content available through an updated website
5. Map all existing social assistance and social care programmes, evidence on poverty and assessment analysis, existing active policies, legislation, and strategies at the national, regional and international levels based on existing OECS and Member States’ inputs and develop an approach for the OECS to regularly update this information (bi)annually.

6. Build on the *Social Policy for Children's Rights Toolkit* modules to include specific themes on child responsive broader themes social protection policy development, implementation, and management.
7. Develop a section on social assistance and social care programme development, implementation, and management for inclusion in the updated toolkit.
8. Design a section on social protection programme development, implementation, and management to prepare for and respond to shocks, such as natural disasters, economic and global pandemic/health crises.

#### **4.0 DURATION OF THE ASSIGNMENT**

The assignment is expected to be undertaken in 60 days within a 4-month period. This assignment will be undertaken during the period November 2021-March 2022. The Consultant shall:

1. take all the necessary steps to ensure that the entrusted task is executed properly and on schedule in accordance with the established Terms of Reference.
2. undertake to perform the task in accordance with the Terms of Reference and according to internationally accepted standards.

## 5.0 REPORTING AND KEY OUTPUTS/DELIVERABLES/TIMELINES

The table below provides an indicative timetable for undertaking key activities described under the tasks to be accomplished.

**Table 1 Indicative Timetable**

<b>Deliverable</b>	<b>Activity</b>	<b>Output/Deliverable</b>	<b>Submission of deliverables</b>
1	Signing of the contract	Inception Report incl. review of existing guidance and toolkits to build on	November 06
	Attend an initial meeting with the OECS Commission on the scope and methodology of the consultancy		
2	Conduct desk review of all existing social assistance and social care programmes, evidence on poverty and assessment analysis, existing active policies, legislation, and strategies at the national, regional, and international levels.	Database of all social assistance and social care programmes, policies, legislation, and strategies in the OECS region and proposal for OECS approach to regularly update. Where feasible, database needs to display considerations of service availability/use by gender and indigenous populations	November 22
3	Draft missing guidance elements as needed (max. 10-page) incl. specific themes on child protection and shock-responsiveness, social protection policy and development as well as considerations for implementation and management	Draft modules (briefs; checklists; assessment tools; templates e.g. for ToRs, job descriptions of key social protection functions; study cases incl. audio-visual material) incl. child-and shock-responsiveness, social protection policy development,	December 08

		implementation, and management.	
4	Work with web developer to make this content available through an updated website	Draft of website content to be submitted to web developer	January 7
5	Organize and implement a series of online consultations and exchange opportunities with Member States around the different topics of the toolkit throughout the development process	Final report of consultations and capacity development sessions as part of toolkit development process	February 26

## **6.0 INSTITUTIONAL AND IMPLEMENTATION ARRANGEMENTS**

The Social Development Unit (SDU) will be the coordinating agency on behalf of the OECS Commission. The Consultant will work under the direction of Head, Social Development Unit of the OECS Commission.

Technical Assistance will be executed through the Programme Officer, Human and Social Cluster, with the support from the UNICEF Social Policy Manager and Social Policy Specialist.

A National Focal Point from each Member State will assist in coordinating arrangements for key informant interviews and focus group meetings.

## **7.0 QUALIFICATIONS AND EXPERIENCE**

The Consultant shall possess:

1. At least a Post-Graduate/Master's Degree in Social Policy, Social Work, Development Studies, or another related field;
2. At least seven (7) years experience in the Social Policy, Social Protection policy or programme design, implementation and monitoring;
3. Proven knowledge of international standards, tools and good practices in social protection ;
4. Experience in conducting reviews of technical, subject-specific education material on social protection policy and programme design, implementation and management.
5. Proven experience in building the capacity of individuals in social policy and programme development, implementation, and management at the institutional level.
6. Experience in developing online learning material and course work, including the design and presentation of technical material to a mixed audience in a very clear and concise manner.
7. At least one successfully completed similar assignments during the past five (5) years.
8. Experience in undertaking social protection work in the Caribbean/ OECS Region would be an advantage.

## **GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST**

### **CONSULTANCY TO DESIGN A SOCIAL PROTECTION TOOLKIT FOR THE OECS REGION**

The Organisation of Eastern Caribbean States (OECS) Commission through its Social Development Unit (SDU) is seeking Expressions of Interest from Consultants for undertaking the CONSULTANCY TO DESIGN A SOCIAL PROTECTION TOOLKIT FOR THE OECS REGION.

It is expected that the services will commence on November 2021 and be completed no later than March, 2021.

Individual Consultants wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest providing information demonstrating that they have the required qualifications and relevant experience to perform the services. The information submitted should follow the layout indicated below:

1. Information on the Consultant's qualifications and technical competence relevant to the assignment, experience in undertaking similar assignments, including Curriculum Vitae of the Consultant proposed for the assignment;
2. A concept note on the planned framework for undertaking the assignment and a sample of work done

Expressions of Interests submitted should not exceed 30 pages.

Consultants shall bear all costs associated with the preparation and submission of their Expressions of Interest.

The OECS is not bound to accept any Expression of Interest and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

For more information or to submit Expressions of Interest, please contact:

**Calus Monchery**  
**Procurement Officer**  
**Organisation of Eastern Caribbean States**  
**Morne Fortune**  
**P.O. Box 1383**  
**Castries**  
**Saint Lucia**  
**Telephone: 758 455-6397**  
**Email: [procurement@oeecs.int](mailto:procurement@oeecs.int)**

**Copied to:** Dr. Carlene Radix, [carlene.radix@oecs.int](mailto:carlene.radix@oecs.int)

An individual consultant will be selected in accordance with the Consultant's Qualifications (CQS) Selection method as detailed in the procedures set out in the Procurement Manual of the OECS dated November 2013, revised June 2017 available at the following link <https://www.oecs.org/work-with-us/procurements/procurement-procedures>

Expressions of Interest will be evaluated and the Consultant with the most relevant experience, qualifications and technical competence will be selected and requested to submit a proposal which will be the basis for negotiations leading to a contract.

The criteria to evaluate the Expressions of Interests submitted will include:

1. Qualifications of the Consultant
2. Technical competence in undertaking the assignment
3. Related Experience of the Consultant and experience in undertaking similar assignments
4. Planned framework submitted for undertaking the assignment

An electronic copy of the Expressions of Interest are to reach the OECS Commission by September 06, 2021 addressed to:

Calus Monchery, Procurement Officer

At the following email address:

[procurement@oecs.int](mailto:procurement@oecs.int)

The email submissions should include the name and address of the Individual Consultant and shall be clearly marked in the subject line as **“Expression of Interest – CONSULTANCY SERVICES TO DESIGN A SOCIAL PROTECTION TOOLKIT FOR THE OECS REGION ”**