

## **DRAFT TERMS OF REFERENCE**

### **TECHNICAL ASSISTANCE FOR THE INSTITUTIONAL STRENGTHENING AND CAPACITY DEVELOPMENT TRAINING OF THE YOUTH ECONOMY AGENCY (YEA) - ENVIRONMENTAL SAFEGUARDS CONSULTANT**

#### **1. BACKGROUND**

1.01 Saint Lucia, a Small Island Developing State is categorised among the High Human Development Countries. Saint Lucia was ranked 106 out of 185 countries with a Human Development Index (HDI) value of 0.715 trending downward from 0.746 in 2018. The inequality adjusted score for Saint Lucia in 2021 was 0.559, representing a 21% loss because of significant disparities in life expectancy, household income distribution and years of schooling. Saint Lucia's demographic features portray a significant demographic shift with a youthful population, high density population in the urban centers of Castries and Gros Islet and a burgeoning older persons' population. Saint Lucia has a relatively significant youthful population, with active participation in the MSME sector. The youth population of Saint Lucia is approximately 23% of the total population. Youth employment has particularly suffered from the lack of skills that are aligned with labor market needs.

1.02 The Youth Economy Project (the Project) provides 'a one stop solution' to grant and loan financing, and training, marketing support and mentorship to qualifying young persons between the ages of 15 and 35 years. The Project would need to be sufficiently differentiated from and complimentary to other already available programmes with similar mandates but will provide budding youth entrepreneurs access to financing, training, mentorship, and marketing support for the evolution of their skills and hobbies into sustainable businesses for economic benefit. The provision of concessionary financing to youth-led MSMEs supports entrepreneurship, the creation of employment, expanding the productive sector and positioning MSMEs to contribute to long term growth, resilience, and gender equality. The Youth Economy Agency (YEA) is the implementation agency tasked with Youth Economy Project which includes allowing a young person to obtain financing, training, mentorship and marketing support for an activity for either a proposed micro business enterprise or an existing micro business enterprise.

1.03 The Project offers a unique opportunity to create a new economy for the participation of youth based on technology, innovation, and entrepreneurship. The programme will provide access to capital financing in the form of loan and/or grant financing to 2916 female and male qualifying youth entrepreneurs. The Project will also provide training to 600 female and male young entrepreneurs in business development and planning, business management, marketing; and business mentoring and coaching for 120 male and female owned new enterprises. In addition, psycho-social support will be tailored according to the needs of each individual loan and grant recipient. Moreover, the project will strengthen the institutional capacity of YEA, including the development and strengthening of environmental, social and gender safeguards; monitoring and evaluation; grievance redress mechanism, inter-agency partnerships and networking.

1.04 The Youth Economy Project is a socially- inclusive and gender- responsive project that targets vulnerable groups irrespective of their sex, disabilities, geographical residence/location, religious and/or political affiliation. Project beneficiaries will be selected using a transparent and empirically verifiable methodology in the form of a well targeted and operational project criterion. The main risk is the inclusion and/or exclusion of vulnerable groups (such as ensuring geographical equity) from project benefits, which will be mitigated by the measures included in the project design, such as the communication strategy and

stakeholder partnership and collaboration, to ensure these groups can have access to the project benefits. The expected outcome of the Project is increased economic participation and engagement of the youth population between the ages of 15 and 35 in socially- inclusive, gender- responsive and environmentally-resilient business enterprises, contributing to the expansion of the MSME sector and Saint Lucia's overall economic development. The project components are as follows:

- (a) Capital Financing – this involves the provision of funding to youth enterprise beneficiaries in key economic sectors including agriculture, agro-processing, the blue economy, the green economy, the orange economy, designing, entertainment, modeling, music, sports, the literary and performing arts, writing and directing, training and technology. Loans and/or grants will be issued based on an assessment of the needs of each applicant. The project targets 450 male and female young persons with average loans of XCD15,000 each (maximum of XCD30,000); and grants to 2,916 male and female young persons, with average grants of XCD3,000 each (target maximum of XCD5,000 based on needs assessment. The loan portion will be disbursed at an interest rate of 3%.
- (b) Capacity- Building – includes costs relating to training for 600 male and female young persons in business development, planning and registration, business management, marketing; and business mentoring and coaching for 120 male and female young persons. As a condition of the youth enterprise loans, beneficiaries will receive a targeted training and technical support programme, customised to fit the needs of the individual enterprise or sector represented. In addition, psycho-social support will be tailored according to the needs of each individual loan and grant recipient. The individual and group training programmes will be primarily implemented by the YEA through the engagement of consultants. In addition, existing training programmes provided by the Generation of Employment through Private Sector Development Project (GEPSED), Small Business Development Center, Sir Arthur Lewis Community College and Monroe College will be utilised by YEA in building synergies and meaningful partnerships for the successful outcomes and benefits of the youth entrepreneurs.
- (c) Institutional Strengthening of the YEA, including the development and strengthening of environmental, social and gender safeguards; monitoring and evaluation; grievance redress mechanism, building resilience to climate related and other shocks, strengthening interagency partnerships and networking of the YEA through technical assistance services and facilitation of Board, management, and staff training. The Facility's main implementing Agency, i.e. MOF- through YEA - will engage trainers, consultants and other third-party stakeholders to implement the project's training and technical support component – related to achieving objectives 2 through 4 above.

## **2. OBJECTIVE**

2.01 The objective of this consultancy is institutional strengthening of the YEA operations and staff capacity to: (i) identify environmental risks through analyses and impact assessments, (ii) mitigate these risks through management plans, and (iii) develop and apply environmental safeguards among youth enterprises. Specifically, this consultancy entails enhanced technical support to the YEA and implementation partners to:

- (a) integrate environmental analyses and impact assessments and development of management plans that consider environmental, climate and disaster risks within the operations of the YEA as well as the business planning, development and implementation of youth economy projects, this should be aligned with the approach being developed by YEA to identify and manage social and gender risks.
- (b) strengthen the environmental baseline data, outcome and output monitoring indicators in the implementation of the youth economy project to achieve equitable and sustained socioeconomic results, while mitigating the potential adverse impacts on the environment.
- (c) support the coordination of meaningful stakeholder engagements among implementation partners (public, private, civil society, development partners, and technical consultants), laying the foundation for stronger partnerships to support the achievement of positive outcomes in the implementation of the project.
- (d) identify relevant environmental safeguards to be used by YEA to avoid, mitigate and minimize environmental harm, and strengthen the capabilities of programme and technical staff to implement these critical environmental safeguards within the youth enterprises, identifying and analysing environmental issues, needs, gaps, adverse impacts and mitigation measures.

### 3. **SCOPE OF ASSIGNMENT**

3.01 The Consultant will be required to undertake the following tasks:

- (a) Conduct background research to determine the extent to which Saint Lucia's policies and practices conform to international standards on environmental management, disaster risk reduction, climate change adaptation and the industry practice for environmental management in other entities within the region or outside of it with a similar mandate to YEA's. He/she is also required to consult with key stakeholders (internal and external government, development partners, and civil society, including non-government organisations) to ascertain the extent to which environmental risks or issues have impacted programme implementation/outcomes over time but more specifically in the last five years. Among the documents to be reviewed are national environmental policies, national environmental and planning laws and guidelines, and the Caribbean Development Bank's Environmental and Social Review Procedures (ESRP).
- (b) Review and monitor the capital investment component of loans and/or grants for the provision of funding to youth enterprise beneficiaries in key economic sectors including agriculture, agro-processing, the blue economy, the green economy, the orange economy, designing, entertainment, modelling, music, sports, the literary and performing arts, writing and directing, training and technology, and make recommendations for environmentally sustainable projects as necessary.
- (c) Review and monitor the capacity building component for the training for male and female young persons in business development, planning and registration, business management, marketing; and business mentoring and coaching and make recommendations for an environmentally sustainable project.

- (d) Provide ongoing, hands-on support, and appropriate technical support, inputs, and training in partnership with the Programme Officers, technical consultants, training officers and communication officers for the delivery of environmentally sustainable outcomes, outputs, targets, and the identification and application of environmental safeguards, including the development of an environmental screening tool/checklist for projects.
- (e) Provide quarterly results-monitoring reports on the environmental safeguards, identifying and analysing issues, needs, gaps, adverse impacts and mitigation measures, identifying and disseminating lessons learned through the implementation of the youth economy projects.

3.02 The Environmental Safeguards Consultant shall be responsible for developing capacity of the YEA Staff, Board of Directors, Technical Consultants and Implementing Agencies through a variety of training or technical support formats including:

- (a) In-Person training
- (b) Virtual training
- (c) Stakeholders Consultations
- (d) One on One consultations
- (e) Site Visits
- (f) Field research
- (g) Desk Research and Analysis
- (h) Other singular or hybrid formats

#### **4. QUALIFICATION AND EXPERIENCE**

4.01 The candidate should have at least a master's degree in Environmental Sciences, Environmental Engineering, Environmental Studies or Business Management.

4.02 She or he should have at least ten years' experience in environmental analysis, providing project management services in environmental management.

4.03 Knowledge of and least three years' experience in policy and planning; environmental impact assessment and management plans; disaster risk management; and climate vulnerability assessments and climate change mitigation and adaptation plans.

4.04 Knowledge and working experience of the Caribbean context in general, and working closely with senior government officials, and other development partners in project implementation would be an asset.

4.05 Working knowledge of the Saint Lucia public, private and civil society sectors and in-depth knowledge of the Saint Lucia socioeconomic context would also be an asset.

4.06 Working experience in mentoring/training and providing technical direction and guidance to less experienced staff and should possess excellent communication, presentation, analytical and team-leadership skills, and the ability to interact and negotiate at a senior management level would be an asset.

## **5. DURATION OF CONTRACT**

5.01 The duration of the assignment is six (6)-consecutive months period. The Consultant should be able to assume duties by October 2024.

## **6. REPORTING REQUIREMENTS AND DELIVERABLES**

6.01 The consultant will be required to provide the following:

- (a) An Inception Report detailing the current analysis of legal, regulatory, and administrative frameworks at national, subnational, and institutional levels governing the incorporation of environmental, disaster and climate considerations in planning and project formulation ensuring consistency with internal norms and practices in safeguard applications social and gender context and landscape, including programmes, services, agencies. This report should outline the approach to be adopted to successfully deliver the expected outputs four (4) weeks after commencement of the assignment.
- (b) Environmental safeguards report that identifies the safeguards proposed to be used by YEA based on the context of the proposed business enterprises and the assessment and evaluation of existing country systems. This report should facilitate YEA's implementation of the environmental safeguards and may include a policy and standard operating procedure to identify and manage environmental risks. This report should be submitted eight (8) weeks after commencement of the assignment.
- (c) Guidelines document on the incorporation and integration of environmental considerations in the project identification, appraisal and evaluation methodologies used by YEA and wider Government; focused particularly on the determination of potential environmental and safety impacts/risks of a project and measures to mitigate these risks. This guidelines document should be submitted twelve (12) weeks after commencement of the assignment.
- (d) Screening tools/checklists for staff to utilize to: (i) identify potential environmental impacts on natural habitats, physical or cultural resources caused by specific project activities or in project work sites, (ii) assess the significance of these impacts which would require further and separate analysis, and (iii) determine approaches to address and manage the impacts. These screening tools/checklists should be submitted sixteen (16) weeks after commencement of the assignment.
- (e) Delivery of training sessions and a training manual for managerial and technical personnel in YEA in the use of the guidelines and screening tools/checklist. This training should be delivered by week twenty (20) after commencement of the assignment.