

DRAFT TERMS OF REFERENCE

TECHNICAL ASSISTANCE FOR THE INSTITUTIONAL STRENGTHENING AND CAPACITY DEVELOPMENT TRAINING OF THE YOUTH ECONOMY AGENCY (YEA) SOCIAL AND GENDER SPECIALIST

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. OUTCOME

2.02 The broad outcome of the technical assistance is the enhanced institutional strengthening of the YEA operations and staff capacity for socially inclusive and gender responsive analyses, impact assessment and application of social and gender safeguards among youth enterprises. Specifically, this consultancy entails enhanced technical support to the YEA and implementation partners to:

- (a) integrate social and gender analysis and impact assessments to inform the operations and policy framework of the YEA as well as the business planning, development and implementation of youth economy projects.
- (b) strengthen the social and gender baseline data, outcome and output monitoring indicators in the implementation of the youth economy project to achieve equitable and sustained socio-economic results, while mitigating the adverse impact on the poor and vulnerable youth cohorts.
- (c) support the coordination of meaningful inclusive 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) strengthen the capabilities of programme and technical staff of the project for the implementation of critical social and gender safeguards within the youth enterprises, identifying and analysing social and gender issues, needs, gaps, adverse impacts and mitigation measures.
- (e) Develop a gender responsive criterion based on the gender analysis for the selection of beneficiaries and design and implement gender equality sensitisation capacity-building for selection committee.
- (f) Develop a gender policy for YEA which will provide the framework for financing youth led enterprises through a gender lens.

3. SCOPE OF ASSIGNMENT

- (a) Review relevant reports, plans, policies, programmes and conduct secondary analysis of relevant quantitative and qualitative information sources of the MSME Sector, Saint Lucia's youth population, unemployment and labour market participation to support evidence-based decision making to integrate the social and gender needs of the youth population within the operations of the YEA and the development and implementation of the youth economy projects.
- (b) Review and monitor the capital investment component of loans and/or grants financing 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 a socially- inclusive and gender- responsive project that targets vulnerable groups irrespective of their sex, disabilities, geographical residence/location, religious and/or political affiliation.

- (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 a socially-inclusive and gender-responsive project that targets vulnerable groups irrespective of their sex, disabilities, geographical residence/location, religious and/or political affiliation.
- (d) Develop a gender responsive criterion based on the gender analysis for the selection of beneficiaries and design and implement gender equality sensitisation capacity-building for selection committee.
- (e) Develop a gender policy for YEA which will provide the framework for financing youth led enterprises through a gender lens.
- (f) 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 socially inclusive and gender-responsive outcomes, outputs, targets, and the application of social and gender safeguards, including the development of a Grievance Redress Mechanism for the YEA operations and youth economy projects.
- (g) Provide quarterly results-monitoring report on the social and gender 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 Social and Gender Specialist 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

- (a) The candidate should have a Master's degree in: (a) sociology; development studies or development economics.
- (b) She or he should have at least ten years' experience in social and gender analysis, providing project management services in gender mainstreaming, social protection and safety nets for vulnerable groups.
- (c) At least ten years' in-depth knowledge and working experience of the Caribbean socioeconomic context in general, and working closely with senior government officials, and other development partners in socioeconomic project implementation.
- (d) The candidate must also have at least ten years' 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, as well as the ability to interact and negotiate at a senior management level.

5. DURATION OF CONTRACT

5.01 The duration of the assignment is twelve (12)-consecutive months period. The SGS should be able to assume duties by July 2024.

6. REPORTING REQUIREMENTS

6.01 The consultant will be required to provide the following:

- (a) An Inception Report detailing the current social and gender context and landscape, including programmes, services, agencies, partners, key priorities, expected overall and intermediate outcomes, targets, capacity, gaps and the approach to be adopted to successfully deliver the expected outputs four (4) weeks after commencement of the assignment as outlined in 3 (a), (c) and (e) above.
- (b) Gender-Responsive Results Monitoring Framework and Quarterly Reports for the social and gender safeguards for the youth economy projects, identifying and analysing issues, needs, gaps, impacts (positive and adverse) and mitigation measures commencing 12 weeks of commencement of the assignment as outlined in 3 (b), (d), (e), (f) and (g) above.
- (c) Development Key Stakeholders' Engagement Plan and Coordination Matrix outlining the critical youth enterprise programmes and support services among public, private and civil society organisations, to enhance synergies, coordination, efficiency and effectiveness and to support the achievement of positive outcomes, outputs, targets of the youth economy project within 18 weeks of commencement of the assignment as outlined in 3 (c) and (h) above.
- (d) Six Monthly Progress Reports indicating milestones achieved for the overall consultancy. The consultant should make presentation of the summary of the progress achieved in the first six months of the overall consultancy to representatives of CDB Project Supervision Team and in the final quarter of that 12-month period, as part of the ongoing efforts to strengthen its knowledge of the economic, social, and environmental landscape of youth enterprises in Saint Lucia.
- (e) Prepare Social and Gender Analytical Briefs and Project Expenditure Analyses for evidence-based decision- making on the gender issues, needs, gaps, impacts, and lessons learnt in the implementation of the youth economy project.