

ADMINISTRATIVE AND DATA MANAGEMENT OFFICER
DRAFT TERMS OF REFERENCE

1. BACKGROUND

1.01 The University of the West Indies (UWI) Seismic Research Centre (SRC) is the premiere research and monitoring agency for geological hazards in the Caribbean and one of the few specialised research institutions of the UWI. Established in 1953, SRC has been providing Eastern Caribbean Governments with expert advice on geologic hazards affecting the region for over 60 years and currently operates the largest network of geophysical monitoring instruments in the Caribbean region. All of its installations and operations are located within the communities and SRC has been engaged with vulnerable island communities in the Eastern Caribbean for most of its existence. In addition to routine monitoring the SRC collaborates with local, regional, and international agencies on research projects relevant to the core areas of its remit (seismology, volcanology and education and outreach). The SRC plays an active role in promoting geologic hazard awareness, volcano contingency planning, and especially early warning systems.

1.02 The Community Disaster Risk Reduction Fund (CDRRF) is a multi-donor fund established by the Caribbean Development Bank (CDB) with grant financing from the Department of Foreign Affairs, Trade and Development, Canada and the European Union (EU) under the African Caribbean and Pacific-EU-CDB Natural Disaster Risk Management in CARIFORUM Countries project. CDRRF is managed by CDB and it finances community-based disaster risk reduction (DRR) and climate change adaptation (CCA) initiatives at the local level across eligible borrowing member countries of the CDB, with the exception of Haiti.

1.03 The UWI SRC has financing from CDRRF towards the cost of implementing the Volcano Ready Communities in St. Vincent and the Grenadines Project (the Project). St. Vincent and the Grenadines is among the most disaster-prone territories in the world, and is affected on a regular basis by the negative impacts of natural hazards such as volcanoes, earthquakes, hurricanes, landslide, rainfall events, storm surge and drought. An estimated 41.6% of the population is exposed to two or more hazards. These events cause significant and often recurrent damage to national infrastructure including schools, road networks, housing, hospitals, and other facilities such as telephone lines, water, and electricity. Additionally, the impacts of natural hazards significantly affect human welfare, national economic activities, property, and natural resources. The Soufriere volcano represents a major threat to St. Vincent and the Grenadines. It is an active volcano, which directly threatens the northern half of St. Vincent.

1.04 The Project will seek to provide the scientific information and resources and its downscaling to support community level volcano contingency planning, community-led multi-hazard mapping, and capacity building for DRR. The Project will also utilise and leverage recent research outputs and products from the Strengthening Resilience in Volcanic Areas Project that has provided invaluable insights into community needs, and the recently updated National Volcanic Emergency Plan. The Project will seek to prepare and equip 12 vulnerable communities in northern St. Vincent and the Grenadines to effectively respond to an eruption of the Soufriere Volcano in a manner that will minimise the number of associated fatalities and injuries. Vulnerability to the multi-hazard environment of the Soufriere Volcano will also be reduced by a combination of activities designed to enhance community early warning procedures, increase adaptive capacities, strengthen awareness, and enhance response capacities.

1.05 Against this background, SRC is seeking to engage a Consultant to provide administrative and data management services.

2. OBJECTIVES

2.01 The objective of the consultancy is to support the administrative and data management aspects of the Project's operations, including collecting, managing, analysing, and reporting data specific to the agreed upon project indicators, in compliance with CDB policies and guidelines.

3. SCOPE OF SERVICES

3.01 The duties to be carried out by the Officer include but are not limited to the following:

Administration Duties

- (a) Organising, prioritising and executing routine administrative tasks, monitoring and reconciling expenditure, preparing presentations, and data analyses for use in reports and decision-making.
- (b) Establishing and maintenance of the sub-project's administrative and accounting systems and procedures.
- (c) Filing of all communications, documentation, financial reports and records, contracts, related to the implementation of the Project, and assisting the Project Manager (PM) with the preparation of weekly, monthly, and quarterly reports.
- (d) Managing the communication and information flow on behalf of the PM assigned to assist in the efficient and appropriate treatment of matters, including responding to diverse enquiries and drafting appropriate responses to correspondence for dispatch on his behalf.
- (e) Arranging meetings, and participating in conferences, workshops, working groups and in accordance with stipulated requirements.
- (f) Assisting the PM with the preparation and monitoring of contracts for consultancy services, based on the standards of CDB contract documents, and ensuring that payments are in accordance with the services and costs approved.
- (g) Liaising with project implementation partners, government agencies, and other project stakeholders in order to facilitate the completion of designated assignments and the timely implementation of project activities.
- (h) Taking minutes at Project Steering Committee meetings and other meetings that may be held.
- (i) Carrying out such other related duties as may be assigned.

Data Management Duties

- (a) Managing the process for collecting and sorting of information and maintaining the monitoring and evaluation (M&E) requirements set out by CDB. (Data is to be collected and disaggregated by sex).

- (b) Collecting, managing and compiling data and information on project status and performance in compliance with CDB's reporting requirements. (Data to be collected and disaggregated by sex).
- (c) Supporting the implementation of the Project Information Management system.
- (d) Assisting the PM in the preparation of quarterly, semi-annual and annual reports to be submitted to CDRRF.
- (e) Performing validation and quality assurance checks on data sets and information received.
- (f) Preparing an annual Work Programme and budget, in consultation with the PM.
- (g) Assisting the CDRRF M&E Specialist in the coordination and implementation of the baseline and, M&E activities.

4. IMPLEMENTATION ARRANGEMENTS

4.01 The ADMO will report to the PM, the Director of the UWI SRC or his/her designate who will have overall responsibility for overseeing the administrative and logistic arrangements of the consultancy.

4.02 The UWI SRC will make arrangements for the provision of the Consultant's office accommodation and related administrative facilities and equipment that will be required for the implementation of the consultancy.

4.03 The Consultant will be required to carry out the duties listed at Section 3 of the Terms of Reference at the offices of the National Emergency Management Organisation located in St. Vincent and the Grenadines and any other locations related to the implementation of the Project as specified by The UWI SRC. The Consultant will ensure that reliable, quality, timely information is made available to facilitate sound planning, decision-making and reporting. The Consultant will be required to work collaboratively with the members of the project management team on the implementation of various project activities.

5. QUALIFICATIONS AND EXPERIENCE

5.01 The ADMO shall be a person whose qualifications and experience are acceptable to CDB. The candidate is required to have:

- (a) Post-secondary education (Diploma or Associate Degree), along with a minimum of five Caribbean Examinations Council or Caribbean Secondary Education Certificate subjects including Mathematics and English.
- (b) Minimum of two years' work experience in a secretarial or administrative capacity.
- (c) Experience in using Microsoft Office suite, in particular Excel.
- (d) A general understanding of basic statistics.
- (e) Good communication, presentation, interpersonal, and networking skills.

- (f) Ability to analyse information, multi-task, manage work flows, and exercise strong initiative to obtain key information.
- (g) Experience working in a community project setting and general knowledge of gender issues will be an asset.

6. REPORTING REQUIREMENTS

6.01 The Consultant will be required to provide the PM with the following reports:

- (a) Work plan: the Consultant will be required to submit a detailed work plan within one week of commencing the assignment. The work plan should include initial findings, a detailed implementation schedule setting out the tasks, activities, and resources required and approaches to be used to execute the assignment. The PM will be required to provide comments on the Work plan within one week of its receipt. The Final Work Plan is to be submitted within one week of receiving PM's comments.
- (b) Project Performance Reports: comprising the data that is collected and entered in the Management Information System provided by CDRRF. The PM will be required to review and provide comments on the reports before submission to CDRRF.
- (c) Quarterly Report on the Consultancy: a brief report (maximum four pages) on the implementation of the Project, the consultant's achievements, challenges and recommendations. This report is to be submitted within one week after the end of each quarter to the PM.

7. DURATION

7.01 The consultancy will be implemented over period of twenty-four months.