**Jamaica: Social Protection for Increased Resilience and Opportunity Project (SPIRO, P178582)**

**Terms of Reference**

**Component Coordinator (PIOJ)**

**1.0 Background**

The Social Protection for Increased Resilience and Opportunity Project (SPIRO Project) is between the Government of Jamaica (GOJ) and the World Bank in the amount of US$20 million in loan resources. The Project is being implemented by the Ministry of Labour & Social Security in collaboration with the Planning Institute of Jamaica (PIOJ).

The Project development objective for the SPIRO Project is to expand coverage of social protection in Jamaica and to strengthen its social protection delivery system, particularly its capacity to respond to shocks.

The Project comprises four (4) main implementing components. A fifth(5th) component namely the Contingency Emergency Response Component (CERC) included in World Bank-funded projects, is to provide a facility under the Project that can be triggered in the event there is a national disaster, and the Government wants to utilize undisbursed funds in the Project as a response mechanism. The components are described as follows:

**Component 1: Enhanced resilience through unemployment insurance (UI):**

This component supports the establishment and implementation of a Unemployment Insurance (UI) scheme in Jamaica. UI aims to provide protection against the risk of job loss caused by idiosyncratic (individual or household-specific) and covariate shocks (e.g., climate-related, such as hurricanes), increasing the risks covered by the MLSS-NIS. This intervention increases resilience, including to climate change, serves as a safety net for workers and their families, and acts as an automatic stabilizer of aggregate demand in times of crisis.

**Component 2: Increased opportunity through integrated employment services**:

This component supports the strengthening of Employment Services (ES) for vulnerable job seekers, including UI beneficiaries.Thecomponent is closely linkedto Component 1, as it will support ES linked to the receipt of UI benefits. However, ES will also be available and targeted to other vulnerable groups, including jobseekers currently in informal jobs and unemployed workers not eligible for UI, youth, women, and persons with disabilities.

**Component 3: Strengthened systems and capacity for resilience:**

This component aims to support modernization efforts and capacity building to increase the adaptive capacity of the Social Protection System. This component will support the development and implementation of system-wide information systems, replacing rudimentary, manual, and inefficient procedures; technical assistance to modernize key programmed and processes and collect the evidence needed for continuous improvement; and capacity building of MLSS and key SP stakeholders.Sub-components 3.2 and 3.3 of this component will be coordinated by the PIOJ which will contribute to the strengthening of networks and integration within the national Social Protection system and building its adaptive capacity.

**Component 4: Project Management:**

This component will cover essential Project Implementation Unit (PIU) positions for project management, including a project manager, environmental and social specialist, procurement and FM specialists, IT specialist, and audits. It will also include administrative and technology support to implement the project and other operational costs.

**Component 5: Contingency Emergency Response Component (CERC):**

This component will have a zero-fund allocation and will be able to provide rapid access to Bank financing for the social protection response toward immediate recovery needs during a crisis or emergency. It will be executed by the MLSS. The operational manual for this CERC will specifically reference activities related to addressing the food and fuel crisis, such as emergency cash transfers or increases to the UI reserve fund for benefit payment should unemployment rise sharply. The Government will ultimately determine if the CERC should be utilized.

**2.0 Scope of Work**

The Component Coordinator will discharge duties necessary to ensure that Sub-Components 3.3 and 3.4 of the SPIRO Project are efficiently and effectively implemented, in keeping with the timelines of the project. He/she will carry out the following specific functions:

1. perform all administrative duties pertaining to the Component
2. produce Action Plans and Annual Budgets for the Component;
3. prepare all relevant progress, accounting or other reports on the Component, as required by the Project Manager/MLSS, and the PIOJ;
4. develop the required terms of reference for the various studies, or assist in their development as may be appropriate;
5. Support preparation of contracts for consultancies; aligned with the Procurement Protocols of the executing entity (MLSS)
6. support the logistical aspects of the work of Consultants where necessary; this includes convening meetings of review committees established for the purpose;
7. attend meetings of the Project Steering Committee and other relevant meetings and prepare records of the meetings,
8. plan and effect study tours, site visits and training events as necessary, providing research logistics planning and event planning
9. plan and effect workshops and other stakeholder meetings and prepare records as required; and
10. perform any reasonable duty that advances the effective implementation of the Component.

The Component Coordinator will liaise with the Project Manager for the PIU (MLSS) under the oversight of the Director of the Social Protection and Gender Unit, PIOJ, as necessary for project implementation.

1. **Deliverables**

Over the contract period, deliverables will include, *inter alia*:

1. monthly progress reports prepared within 5 days of the end of each month;
2. timely submission of all relevant progress and status reports as required;
3. draft terms of reference for studies prepared promptly and required documentation for all major activities on the Work Plan prepared, in accordance with the implementation schedule.
4. Efficient planning and effecting of study tours and stakeholder events in accordance with the project implementation schedule.

**4.0 Qualifications**

The Component Coordinator (PIOJ) will have post-graduate certification in the Social Sciences, with at least five years work experience. The successful candidate will have experience in developing terms of reference, technical report writing, and project administration. Experience with international agencies would be a distinct asset. The successful person will exhibit knowledge and awareness of social development issues in Jamaica, particularly for vulnerable population groups. The Coordinator will also be conversant with current realities in social protection. Experience and aptitude with computer technology including Microsoft Office Suite is a necessity.

The successful candidate will be a team player, with good interpersonal skills, as well as superior oral and written command of the English language.

**5.0 Duration**

The duties of the coordinator will span a period of two years in the first instance. The Coordinator is expected to work on a part-time basis, on a weekly schedule agreed to between the Coordinator and the PIOJ, and in accordance with human resource management standards in the PIOJ. The PIOJ will provide workspace and amenities for the use of the officer while in office.

1. **Reporting Requirement**

The Component Coordinator (PIOJ) will report to the Senior Director of the Social Policy, Planning and Research Division, through the Director of the Social Protection & Gender Unit., which has immediate responsibility for implementation of the Sub-components.