

Terms of Reference Policy Analyst

POST TITLE:	Public Policy Analyst
NATURE OF PROJECT:	Advisory
DUTY STATION:	St. Vincent & Grenadines
DURATION:	4 months
START DATE:	March 20, 2015
RESPONSIBLE TO:	Secretary to the Cabinet

Background

The Commonwealth Secretariat through its Public Administration and Governance Section has received a request for technical assistance (TA) from the Government of St. Vincent and the Grenadines for the services of a Policy Analyst in the Cabinet Office.

St. Vincent and the Grenadines is an archipelagic state in the Eastern Caribbean. The country is comprised of a main island, St. Vincent and a chain of 32 islands and cays named the Grenadines of which only seven are inhabited. The country is a Small Island Developing State (SID) with GDP of USD \$726 and with all the inherent challenges of small and vulnerable states. It has a narrow economic based and suffers from frequent natural disasters. Though its economy is based on agriculture, tourism and other services are becoming significantly important contributors to the economy. SVG values parliamentary democracy and has a population of 108,000 inhabitants of which 7,000 are public servants.

The Government of SVG has embarked on a National Economic and Social Development Plan 2013-2015 which has as its Goal 3 'Promoting Good Governance and Increasing the Effectiveness of Public Administration'. The success of the National Economic and Social Development Plan is hinged on effective policy development, implementation, monitoring and evaluation. The policy space includes the application of market-enabling measures, sustainability protocols associated with marine, water, waste and coastal management, social policy, and trade, security and development policy all of which call for effective policy coordination require strengthening, as do systems aimed at the development of more formal platforms to facilitate regular horizontal policy dialogues within and across the public service. Other challenges include the paucity of capacity in policy development, lack of data and the elongated time scaling in the policy development process.

The Cabinet Office would therefore like to have in place a policy management system to keep tract of the numerous policies approved by Cabinet.

Purpose of the project

The purpose of the project is to enhance the strategic role and functions of the Cabinet Office which is a part of the Prime Minister's Office and which is responsible for policy monitoring and coordination. The project will allow the Cabinet Office to monitor implementation and evaluation of policies while building the functional capacity of staff responsible for this activity in the Cabinet Office. This project is required at the epicentre of Government 'Cabinet Office' and supports the concept of

a strong 'centre of government' approach to developmental governance. The project will be achieved through the placement of a short-term expert in the Cabinet Office of the Government of St. Vincent and the Grenadines.

Scope of Work

The Consultant will be based in the Cabinet Office, of the Government of St. Vincent and the Grenadines and will report to the Cabinet Secretary or her designate. The consultant will undertake the following tasks:

- Review the existing public policy process based on international best practice and develop a work plan
- Develop and implement a Policy Management System and guidelines for operating the system.
- Build capacity of the staff in the Cabinet Office, and related ministries and departments in the public service in the areas of policy management.
- Review communications and existing protocols as they relate to policy coordination and improve upon them, making them more efficient.
- Design and develop a policy process manual.

Deliverables

- A functional and efficient policy management system within the Cabinet Office
- A Policy process manual
- An updated communication and protocol system for policy coordination

Required Experience and Qualifications

- Post Graduate Degree in Economics, Policy Management, Business Administration and Finance or other relevant discipline.
- Extensive experience in the implementation of public policy; implementation of benchmarking, monitoring and evaluation tools and best practices in policy making.
- Experience in the development of policy instruments, data collection and analysis.
- At least 15 years' experience in the area of policy management
- Experience in planning and coordinating capacity building programmes would be an asset.
- Strong presentation, facilitation and report writing skills.

An all-inclusive fee of £31,500 which includes, professional fees, accommodation and meals, one return airfare and incidental costs.