

TERMS OF REFERENCE

Applications are invited from suitable qualified persons for appointment to the positions of **Sports and Art Coordinators, Youth Empowerment Project (YEP)** implemented through the Department of Equity, Social Justice, Local Government and Empowerment (DOE) in the Ministry of Equity, Social Justice, Local Government and Empowerment (MOE).

1. BACKGROUND

1.01 The Government of Saint Lucia (GOSL) has requested assistance from the Caribbean Development Bank (CDB) in financing a project, which would respond to the challenges facing vulnerable groups, particularly youth-at-risk in Castries, Saint Lucia (the Project). Castries is challenged by, *inter alia*, increasing crime, inadequate social infrastructure and limited access to social services. The Youth Empowerment Project will seek to examine address these challenges by supporting the expansion of, and access to, existing social services as well as the development and implementation of new services so as to reduce social exclusion among youth and families in target communities. In the main, the Project will provide services to address mal-adaptive behaviours, enhance employability skills, support community safety and security and improve inter-linkages and the sharing of current good practices among participating agencies working in target communities. The Project is being implemented through the Ministry of Equity, Social Justice, Local Government and Empowerment (MOE).

1.02 Engaging the surrounding communities and sustaining their active participation in programmes and activities to be developed and delivered in close collaboration with government ministries and participating agencies (PAs) is critical to attaining project outcomes. This is also important for sustaining the effective use of social services by target populations during and after implementation. In this regard, the intervention will utilise the Project Operations Manual (POM) incorporating a Community Participation Plan (CPP) and a Gender Equality Guidance Note (GEGN) to strengthen integration and coordination support among PAs in providing services and programmes to participants. In addition, the development and delivery of sports programmes has proven to be an excellent medium to reach and deliver services necessary to support positive social activities targeting vulnerable youth living in at-risk circumstances.

2. OBJECTIVE

2.01 The objectives of the consultancy services is to assist DOE to deliver the sports and cultural arts subcomponent of the captioned project. Activities will be

focused on team building, dealing with disappointment, conflict management, strategic thinking, and self-discipline as well as artistic and cultural expressions.

3. SCOPE OF SERVICES

3.01 The Individual Consultants shall undertake, *inter alia*, the following:

(a) Sports Coordinator:

- (i) Planning, delivering and supervising youth sports programmes to each Participating Agency (PA);
- (ii) Preparing forms to ensure monitoring and evaluation of all youths in sports skills and character development;
- (iii) Assisting in ensuring risk management, articulation and adherence to safety guidelines and First Aid treatment for all participants and spectators;
- (iv) Specifying and ensuring the maintenance and proper use of all sporting equipment;
- (v) Assisting with creating and facilitating informational material as needed for promotion of sport activities;
- (vi) Facilitating the recruitment, support, supervision and training of youth and adult sports volunteers for coaching, officiating and tournament leadership;
- (vii) Establishing and maintaining good links with partners, sports federations, and other youth service providers;
- (viii) Managing and monitoring the budget allocated to the sports programme effectively and efficiently;
- (ix) Performing other related work as required;
- (x) Attending required meetings and training sessions; and
- (xi) Reporting any problems, incidents and concerns.

(b) Arts Coordinator

- (i) In conjunction with the PAs, planning, coordinating and delivering a comprehensive high-quality arts programme that meets the needs of the young people;
- (ii) Facilitating art sessions outside of your own specialty based on the needs of young people;
- (iii) Motivating, encouraging and supporting young people to participate fully in arts sessions, including identifying talented youngsters and creating development plans;

- (iv) Identifying any relevant issues or areas of development for young people and ensuring that these are targeted in the arts programme delivery;
- (v) Maintaining a comprehensive and detailed up-to-date inventory of all equipment and resources owned and/or used by the PAs;.
- (vi) Monitoring, recording and evaluating the arts programme and providing reports and information as required in order to demonstrate the impact of the project;
- (vii) Managing and monitoring the budget allocated to the arts programme effectively and efficiently;
- (viii) Network with local appropriate arts clubs and community providers and other partner organisations to develop joint working programmes;
- (ix) Facilitating the recruitment, support, supervision and training of youth and adult arts facilitators;
- (x) Performing other related work as required;
- (xi) Attending required meetings and training sessions; and
- (xii) Reporting any problems, incidents and concerns.

4. EXPERIENCE AND QUALIFICATIONS

4.01 The Individual Consultants should possess the following minimum qualifications:

- (a) An Associate Degree in their relevant discipline.
- (b) At least four years' experience coaching/teaching youths.
- (c) Certification in Coaching Programs for local/international Sports Federations.
- (a) Experience in facilitating or delivering life skills or personal development sessions would be an asset.
- (b) Professional experience working with young people either in a paid or voluntary capacity.
- (c) Experience in teaching and/or group facilitation.

References: At least two references from previous employment.

5. DURATION

5.01 The assignment is expected to last not more than 36 months. Contract may be renewed annually.

6. REPORTING

6.01 The Coordinators will report directly to the Project Coordinator, DOE.