

**Saint Vincent and the Grenadines  
BERYL EMERGENCY RESILIENT RECOVERY PROJECT**

**Request For Expressions of Interest  
Consulting Services – Individual Consultant**

**Assignment Title:  
Junior Accountant  
SVG-BERRY-CS-INDV-02**

The Government of St. Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank), towards the Beryl Emergency Resilient Recovery (BERRY) Project and it intends to apply part of the proceeds towards consultancy services for a junior accountant.

The Project Development Objective of the BERRY project is to support Saint Vincent and the Grenadines to (i) provide short-term income support and restore economic activity and (ii) build back better critical infrastructure and services impacted by Hurricane Beryl. To execute the Project, the GoSVG is establishing an implementation unit which requires the services of a Junior Accountant to assist the Financial Management Specialist under the BERRY Project.

The Junior Accountant will work under the overall management of the Director of Economic Planning but will report to the Project Coordinator and the Financial Management Specialist in the execution of their tasks. The main responsibility of the Junior Accountant is to assist the Financial Management Specialist in his/her daily activities.

The position of the Junior Accountant is a contracted full-time staff position and work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines. The detailed Terms of Reference (TOR) for the assignment can be found below.

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Consultants to indicate their interest in providing the Services. Required qualifications and experience include, inter alia, the following:

- A bachelor's degree in accounting with at least three (3) years in accounting-related functions.
- Experience with programmes or project portfolios of multilateral or bilateral institutions (e.g. The World Bank, Caribbean Development Bank, and the European Union) will be an asset.
- Computer literacy with practical experience in using Microsoft Office applications and accounting software.

The attention of interested Consultants is drawn to Section III. Governance, paragraphs 3.14 - 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" Fifth Edition: September 2023,

that sets forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) Selection method set out in the Procurement Regulations. Further information can be obtained at the address below during the hours 8:00 a.m. to 4:00 p.m.

Expressions of interest must be delivered in written form to the address below (in person, by mail, or by e-mail) by **February 14, 2025**. The desired commencement date is **April 01, 2025**.

**Recardo Frederick**

Director of Economic Planning

Economic Planning Division

Ministry of Finance, Economic Planning and Information Technology

First Floor, Administrative Building

Bay Street

Kingstown

Saint Vincent and the Grenadines

E-mail: [cenplan@svgcpd.com](mailto:cenplan@svgcpd.com), [rjohn@svgcpd.com](mailto:rjohn@svgcpd.com), [ctoby@cvgcpd.com](mailto:ctoby@cvgcpd.com), [nfergus@svgcpd.com](mailto:nfergus@svgcpd.com), [nstewart@svgcpd.com](mailto:nstewart@svgcpd.com) and [jdasilva@svgcpd.com](mailto:jdasilva@svgcpd.com)

# GOVERNMENT OF SAINT VINCENT AND THE GRENADINES

## Beryl Emergency Resilient Recovery (BERRY) Project

### Terms of Reference

#### Junior Accountant

---

#### Summary

Saint Vincent and the Grenadines (SVG) has received financing from the International Development Association (World Bank) towards the cost of implementing various projects to support the recovery from the impacts of Hurricane Beryl, the Beryl Emergency Resilient Recovery Project (BERRY). The Project Development Objective of the BERRY project is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the passage of Hurricane Beryl. The BERRY project comprises three components that seek to achieve the development objectives. A detailed description of the project components is provided in Annex 1. To execute the project, the GoSVG is establishing an implementation unit which will require the services of a Junior Accountant to provide essential support to execute the financial management functions of the project and respond to other duties regarding the implementation of the portfolio of projects within the PSIPMU, as required.

#### Scope of Services

The position of Junior Accountant is a contracted full-time staff position. Work will be performed on-site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning, and Information Technology located in Saint Vincent and the Grenadines. The Junior Accountant will work under the overall management of the Director of Economic Planning but will report to the Project Coordinator in the execution of their tasks. The main responsibility of the Junior Accountant is to assist the Financial Management Specialist in his/her daily activities.

#### Duties and responsibilities

Specific responsibilities include, but are not limited to, the services listed below:

- Assisting with preparing the Project's Budget and Cash Flow Projections.
- Monitor the project's actual expenditures against budget regularly and report material variances to the Project Coordinator and component leads.
- Ensure that all accounting records and bank accounts are up to date using computerized accounting system - the Government's Standard Integrated Government Financial Information System (SIGFIS – SMARTSTREAM). The Junior Accountant will record project transactions in the SmartStream and extract required reports from the system

- Facilitate payment of project transactions in line with the approved and applicable internal controls.
- Ensure timely issuance of invoices, payment reminders, and account statements to customers and suppliers.
- Prepare and submit withdrawal requests to the World Bank after obtaining appropriate approvals.
- Assisting with the preparation of monthly bank reconciliations for all bank accounts on a timely basis.
- Assisting with the preparation of quarterly Interim Un-audited Financial Monitoring Reports (IFRs) and project annual financial statements on a timely basis.
- Support the external auditors in conducting the audit.
- Timely submission of financial reports stipulated in the project Financing Agreement(s).
- Record, control, and manage project assets.
- File project-related documents
- Respond to other duties regarding the implementation of the portfolio of projects within the PSIPMU, as required.

### **Qualifications and Experience**

- A bachelor's degree in accounting with at least three (3) years in accounting-related functions.
- Experience with programmes or project portfolios of multilateral or bilateral institutions (e.g. The World Bank, Caribbean Development Bank, and the European Union) will be an asset.
- Computer literacy with practical experience in using Microsoft Office applications and accounting software.

### **Reporting Requirements**

The Junior Accountant will work under the overall management of the Director of Economic Planning but will report to the BERRY Projector Coordinator and work closely with the Accounting Department- the Senior Executive Officer and BERRY Financial Management Specialist.

### **Contract Duration**

The contract will be two (2) years in the first instance and would be subject to renewal based on satisfactory performance and the need for the services.

### **Remuneration**

Remuneration will be commensurate with qualifications and experience.