



GOVERNMENT OF SAINT VINCENT AND THE GRENADINES
MINISTRY OF FINANCE, ECONOMIC PLANNING AND INFORMATION TECHNOLOGY

COVID – 19 RESPONSE PROGRAMME:

SAFETY NETS FOR VULNERABLE POPULATIONS AFFECTED BY CORONAVIRUS
DISEASE PROJECT;
IMPROVING RESPONSE AND RESILIENCE OF THE HEALTH SECTOR TO COVID-19
PROJECT ; AND
STRENGTHENING RESPONSE, RECOVERY AND RESILIENCE IN THE HEALTH SECTOR
PROJECT..

CONSULTANCY SERVICES FOR ASSISTANT PROJECT COORDINATOR

REQUEST FOR EXPRESSIONS OF INTEREST

The **Government of Saint Vincent and the Grenadines (GOSVG)** has received financing from the Caribbean Development Bank (CDB) through lines of credit from the Inter-American Development Bank (IDB) and European Investment Bank (EIB) towards the cost of the *Safety Nets for Vulnerable Populations Affected by Coronavirus Disease Project; Improving Response and Resilience of the Health Sector to COVID-19 Project and the Strengthening Response, Recovery and Resilience in the Health Sector Project* (the Projects) and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of GOSVG and upon approval by CDB and will be subjected in all respects to the terms and conditions of the Financing Agreements. The Financing Agreements prohibit withdrawals from the Financing Account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOSVG shall derive any rights from the Financing Agreements or have any claim to the proceeds of the Financing.

The Ministry of Finance, Economic Planning and Information Technology (MOF) through the Public Sector Investment Programme Management Unit (PSIPMU), Economic Planning the Executing Agency, now wishes to procure consultancy services for an **Assistant Project Coordinator (APC)**.

The objective of the consultancy is to support the PSIPMU in the Economic Planning Division, MOF, in the implementation of the Projects. The APC will be responsible for providing administrative assistance in the general project implementation and management and day-to-day liaison with counterparts in the

participating ministries and agencies within the Government of St. Vincent and the Grenadines (GOSVG), and the Caribbean Development Bank (CDB) project teams. The APC will carry out his/her functions under the direct supervision of the Project Coordinator. The duration of the assignment is expected to be for a period of seven (7) months.

The MOF now invites eligible Individual Consultants to submit Expressions of Interest indicating their qualifications and experience required to provide these consultancy services.

Individual Consultants shall be eligible to participate if:

- (a) the person is a citizen or *bona fide* resident of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person, not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB. Consultants are advised to review the eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the *Procurement Procedures for Projects Financed by CDB (January, 2021)*, as published on CDB's website.

The Assistant Project Coordinator is required to possess the following qualifications, experience and competencies:

- A university degree in Business Administration, Public Administration, Management. Certification in Project Management would be an asset.
- At least two years' administrative assistance experience working on a similar or large/complex project.
- Fluency in written and spoken English.
- Computer literacy.
- Familiarity with digital technologies and digitalisation.

The detailed Terms of Reference (TOR) for the assignment can be obtained at:

https://procurement.gov.vc/eprocure/images/pdf/CurrentBids/TERMS_OF_REFERENCE_APC_Final_25_9_2024_1.pdf

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments.

Expressions of interest must be submitted in English, electronically, by email, in pdf format, to both addresses below no later than **3:15 pm, local time on Friday, November 1, 2024**. The email subject line should state “**Expression of Interest - Consultancy Services for Assistant Project Coordinator**” and the email body must state the name and address of the applicant. The burden of proving receipt of the e-

mail will be on the applicant and will not be met solely by a read receipt or sent items report generated by the applicant's computer.

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. GOSVG reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

Further information may be obtained from the first address below between 8:30 am and 3:30 pm local time Monday to Friday.

1. Attn: Mr. Recardo Frederick
Director of Economic Planning
Ministry of Finance, Economic Planning, and
Information Technology
1st Floor, Administrative Building
Kingstown
Saint Vincent and the Grenadines

Tel: 784-457-1746 / 784-457-2182
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2. Procurement Officer
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