

Saint Vincent and the Grenadines

Caribbean Connectivity and Logistics Regional Program – Multiphase Programmatic Approach

GRANT No. E5980 – 001

As-Is Business Process Analysis Consultant

SVGCLRP – CS – INDV – 01

Saint Vincent and the Grenadines has received financing from the World Bank toward the cost of the **Preparation Grant for Caribbean Connectivity and Logistics Regional Program – Multiphase Programmatic Approach** and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include developing a global mapping of intra-organizational operational and regulatory business process of the port authority and inter-organizational operational and regulatory business processes of the port authority with other governmental agencies and private stakeholders and identify bottlenecks and avenues of opportunities for future business processes optimization and automation.

This position will work in close collaboration with the Ministry of Finance and Economic Planning staff, and under the general control and direction of the Permanent Secretary of the Ministry of Higher Education, Grenadines Affairs, Airports and Seaports.

The Services are expected to be required for approximately 70 days between June 01, 2026 and September 30, 2026.

The detailed Terms of Reference (TOR) for the assignment can be found at the following *website*: <https://procurement.gov.vc/eprocure/index.php/current-bids> or can be obtained at the address given below.

The **Ministry of Higher Education, Grenadines Affairs, Airports and Seaports**, now invites eligible Individual Consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

Qualifications

- Bachelor or Graduate University Degree in International Trade, Maritime, Port, Logistics or Supply Chain Management
- Certified in Project Management Professional from PMI or PRINCE 2 Project Management from People CET would be an asset

- Certified in BPMN from OMG is an advantage

Relevant Professional Experience

- At least 10 years of proven experience in the port, or maritime supply chain industry
- At least 7 years of experience in conducting business process reengineering and developing As-Is-To-Be Business Process Analysis in the Port and Maritime Supply Chain Industry
- At least 3 assignments in the last 10 years related to As-Is-To-Be process analysis for Port Authorities
- Public and private stakeholders' engagement in Port Communities
- Knowledge of standards and guidelines from Ports, Maritime, Customs, International Organizations and Associations such as IAPH, WCO, IMO, IPCSA, DCSA and UN/CEFACT
- Knowledge of Customs and ports Cooperation
- Knowledge of small island developing states will be an advantage

Skills

- Have excellent communication skills
- Excellent command of the English Language
- Digitization literary

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 [*revised September 2025*] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the **Individual Consultant Selection** method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *0900 to 1500 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **4:00 p.m. on May 29, 2026**:

Mrs. Yvette Pompey
Permanent Secretary
Ministry of Higher Education, Grenadines Affairs, Airports and Seaports
Upstairs Grenadines Ferry Terminal Building
Kingstown
Saint Vincent and the Grenadines

By email to: office.ministryofhigheredu@gov.vc

cc: abrackin@gov.vc and cenplan@svgcdp.com and jhorne@gov.vc