

Saint Vincent and the Grenadines

SVG Coastal and Marine Ecosystems Management Strengthening Project
Biodiversity
GEF Grant No. TF0B8353
Project ID No. P172980

Project Administrative Officer SVGCMEMS-C-IC-9

Saint Vincent and the Grenadines has received financing from the World Bank toward the cost of the **SVG Coastal and Marine Ecosystems Management Strengthening Project**, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include providing administrative support to the project. S/he will work closely with the Policy and Institutional Development Specialist/Project Coordinator to ensure efficient and effective financial and administrative management of the project activities and will assist in the preparation of quarterly and annual work plans and progress reports for review and monitoring by the Project Steering Committee.

This is a fulltime consultancy with an overall duration of five (5) fiscal years. The initial contract duration would be two (2) years, then renewable based on performance.

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 **Economic Planning Division, within the Ministry of Finance, Economic Planning and Information Technology**, 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:

- The ideal candidate must hold at least an Associate Degree in Business Administration, or Commerce or Accounting or in a related field.
- A minimum of three (3) years of experience in project management support, Administration support, Accounting/Finance, Office management, or other substantive area
- Previous experience in development assistance or related work for reputable organization such as a government organization, development partners or International NGO
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems

- Knowledge of general administration functions
- Knowledge of online financial management programs
- Familiarity with the internal control framework and results-based management tools Written and verbal English communication skills
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate, and interpret factual data and to prepare accurate and complete reports and other documents

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 November 2017, August 2018 and November 2020, September 2024*] ("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 1300 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by e-mail) by **February 16, 2024**.

Economic Planning Division
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