



**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL SELECTION)**

***ST. VINCENT AND THE GRENADINES*
EMPLOYEE ASSISTANCE PROGRAMME PROJECT**

**Assignment Title: Development and Implementation of an Employee Assistance Programme
(EAP) in the Public Service**

The **Government of St. Vincent and the Grenadines** has identified local funding toward the cost of the **Employee Assistance Programme (EAP), Project** and intends to apply part of the proceeds for consulting services.

The objective of the consulting services (“the Services”) is to strengthen the human resources capacity of the Public Service through the development and implementation of an effective Employee Assistance Programme (EAP) to enable the well-being of public servants. The consultancy is expected to be executed over a seven (7) month period.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The **Public Sector Reform Unit, within the Service Commissions Department** 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 (description of similar assignments, experience in similar conditions, etc. via curriculum vitae and supporting documents). The minimum requirements include:

- (a) Master’s degree in social work, counseling psychology, Human Resources Management or related clinical or human resources service discipline, including five (5) years professional experience post master’s degree or a minimum of ten (10) years comprehensive EAP experience. Licensed Independent Clinical Social Worker and or Certified Employee Assistance Professional (CEAP) would be an asset. Experience in Communication Strategies would also be an asset.

And

- (b) Demonstrated knowledge and experience in undertaking research, developing and implementing Employee Assistance Programmes.
- (c) Thorough knowledge of current principles and practices in employee assistance field.
- (d) Ability to work well individually and with teams.

- (e) Demonstrated experiences and skills in facilitating stakeholder/working group consultations.
- (f) Experience in conducting interviews.

Additional information can be obtained at the address below during office hours *9:00 a.m. and 3:00 p.m.*

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **24 April, 2020**.

Attn: Mr. Clarence Harry
Director
Public Sector Reform Unit
2nd Floor, Ministerial Building
Kingstown, Saint Vincent and the Grenadines
Tel: 784-485-6912

Email: charry@gov.vc; ejackson@gov.vc; ahazell@gov.vc