

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

ST. VINCENT AND THE GRENADINES
HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT
Credit No.:IDA-60600

**Assignment Title: CPA enumeration, supervision, & field research:
Field Research Facilitator
Reference No. SVG-HDSD-CS-INDV-3a**

The **Government of St. Vincent and the Grenadines** has received financing from the World Bank toward the cost of the **Human Development Service Delivery Project** and intends to apply part of the proceeds for consulting services.

The objective of the consulting services (“the Services”) is to provide technical support to facilitate the completion of the Participatory Poverty Assessment (PPA) fieldwork as well as to provide input for the compilation of the PPA report via the transcription of audio-recorded information. The consultancy is expected to be executed over an eight-week period.

The detailed Terms of Reference (ToR) for the assignment can be obtained at http://www.gov.vc/images/RequestForExpressionsofInterest/SVG_HDSD_CS_INDV_3a_Field_Research_Facilitator_ToR.pdf

The **Economic Planning and Sustainable Development Division, within the Ministry of Finance, Economic Planning, Sustainable Development 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 (description of similar assignments, experience in similar conditions, etc. via curriculum vitae, relevant academic certificates and other supporting documents). The minimum requirements include:

- (a) An associate’s degree in a social science
- (b) Experience in qualitative data collection.
- (c) Computer proficiency, particularly in Microsoft Office Suite (word, excel and PowerPoint)

Consultants are expected to possess the following competencies.

- (d) Excellent verbal and written communication and presentation skills

- (e) Results-oriented, creative, confident, self-motivated and responds positively to feedback
- (f) Strong organizational skills & the ability to work to tight deadlines
- (g) Persistence when faced with problems or challenges
- (h) Ability to work independently with minimal direction
- (i) Proven experience in conducting quality audio transcriptions will be an asset

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 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the **Individual Consultant (IC)** method set out in the above-mentioned Regulations. Further information can be obtained at the address below during office hours *9:00am and 3:00pm*.

Expressions of interest must be delivered in written form to the address below (in person, by mail, or by e-mail) by 4th March, 2020 to:

**Attn: Mr. Recardo Frederick,
Director of Economic Planning
Ministry of Finance, Economic Planning, Sustainable Development and Information
Technology
1st Floor, Administrative Building
Kingstown, Saint Vincent and the Grenadines
Tel: 784-457-1746 / 784-457-2182**

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