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

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

Assignment Title: BUSINESS PROCESS REVIEW, DESIGN AND REQUIREMENTS
DEFINITION OF THE SOCIAL ASSISTANCE MANAGEMENT INFORMATION SYSTEM
(SAMIS)
Reference No. SVG-HDSD-CS-INDV-7A

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Saint Vincent and the Grenadines has received financing from the World Bank toward the cost of the **Human Development Service Delivery (HDSD) Project** and intends to apply part of the proceeds for consulting services. The consulting services ("the Services") will include the review of the current Public Assistance business processes within the **Ministry of National Mobilisation, Social Development, Family, Gender Affairs, Youth, Housing, and Information Human Settlement (MoNM).** It will also include the drafting of recommendations for the re-engineering of the processes based on modern best practices, and the documenting of functional requirements for a Social Assistance Management Information System (SAMIS) needed to support the new processes. The consultancy is expected to be executed over a two (2) month period.

The detailed Terms of Reference (TOR) for the assignment can be found at: **http://www.gov.vc/images/RequestForExpressionsofInterest/TOR_Consultancy_for_Business_Process_Review_Design_and_Requirements_August_25_2021.pdf**

The **Economic Planning Division** within the **Ministry of Finance, Economic Planning, and Information Technology (MoFEP),** now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and experience to perform the Services. The minimum requirements include inter alia:

(i) a Second degree (Masters level) in Government/Public Policy, Engineering, Business Administration, Information Technology, or the equivalent;
(ii) experience in business process reengineering demonstrating clear competence with at least 10 years' experience; a minimum of 4 years' experience in developing/implementing solutions for Government agencies, implementing Change Management programs for Government agencies, and monitoring, reporting, development, and coordination of projects in either public or private sector organisations; and
(iii) working knowledge of social protection systems and their administration.

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.

An Individual Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method set out in the Procurement Regulations. Further information can be obtained at the address below during the office hours of 9:00am to 3:30pm. Expressions of Interest inclusive of curriculum vitae must be delivered in a written form to the address below (in person, or by e-mail) no later than **Friday, 24th September 2021.**

Attn: Mr. Recardo Frederick
Director of Economic Planning Division
Ministry of Finance, Economic Planning, and Information Technology
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