

**Saint Vincent and the Grenadines’
CARIBBEAN DIGITAL TRANSFORMATION PROJECT**

Request For Expressions of Interest for Consulting Services

**Assignment Title: Communications Officer
Reference No.: SVGCARDTP-C-INDV-3**

Saint Vincent and the Grenadines (SVG) has received financing from the International Development Association (World Bank) towards the cost of the Caribbean Digital Transformation Project (the Project). The Government of SVG (GoSVG) intends to hire a Communications Officer to provide assistance to the Project Coordinator in the management of the communication and change management activities financed under the Project.

The Communications Officer (the Officer) is a full-time contracted position and work will be performed at the office of the Project Implementation Unit of the Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines.

The Officer will develop and ensure implementation of an appropriate communication strategy and plan(s) for promoting the project activities and the visibility of CARDTP. In doing so, he/she must develop communication concepts and drive to communicate these concepts in clear and accessible language to a variety of audiences in effective ways, making use of multiple platforms and tools. The Officer will work closely with the PIU, all relevant ministries and agencies, technical working groups, and the implementation support firm to facilitate effective communication among all key stakeholders under the Project.

The detailed Terms of Reference (TOR) for the assignment can be found at the following link:
https://www.gov.vc/images/RequestForExpressionsofInterest/CARDTP_Communications_Consultant_ToR_FINAL.pdf

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Consultants to indicate their interest in providing the Services. Minimum qualifications and experience include, inter alia, the following:

- A Bachelor’s Degree or higher in Journalism, Public Relations, Mass Communication, Public Affairs, or a related field.
- At least 5 years of work experience in the field of media relations, research documentation, report writing, journalism, or/and communication.
- Experience with communications strategies and approaches
- Demonstrated ability to work in teams and communicate effectively
- Previous disaster recovery communication experience and/or extensive experience in designing, developing, and managing public communication programmes is an asset.
- Excellent writing skills; ability to write, re-write or edit substantive and complex communication material which should be in a clear, concise, and web-friendly style.

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 and

August 2018 (“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) Selection method set out in the Procurement Regulations. Further information can be obtained at the address below during the hours 9:00 to 15:30 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) no later than **Friday, May 12, 2023**.

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