

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

**Request For Expressions of Interest  
Consulting Services – Project Officer**

**Assignment Title: Procurement and Contract Management Specialist  
Reference No.: SVGCARDTP-C-INDV-LOC1**

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 Project Officer to provide assistance to the Project Coordinator in the management of the activities financed under the Project.

The position of Project Officer is a contracted full-time staff position. Work will be performed at the office of the Project Implementation Unit (PIU), Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines. The Project Officer (the Officer) will report directly to the Project Coordinator and shall be responsible for providing day-to-day support in relation to the implementation of the Project.

The Officer will liaise closely with the relevant line ministries and departments within the GoSVG, the implementation support firm, and the World Bank's project team. S/He will assist the Project Coordinator in organizing and planning project implementation activities with respect to procurement, financial management, safeguards management, contract supervision, reporting, and all other aspects of the CARDTP's operations.

The detailed Terms of Reference (TOR) for the assignment can be found at the following link:  
[https://www.gov.vc/images/RequestForExpressionsofInterest/CARDTP\\_Project\\_Officer\\_ToR\\_FINAL.pdf](https://www.gov.vc/images/RequestForExpressionsofInterest/CARDTP_Project_Officer_ToR_FINAL.pdf).

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

- A bachelor's degree in management, business administration, economics, project management, or a related discipline
- Strong interpersonal and organizational skills
- Analytical thinker with creative problem-solving skills and attention to detail
- Experience in the public sector would be an asset.
- Demonstrated experience in stakeholder engagement activities will be an asset
- Experience with programs or project portfolios of multilateral or bilateral institutions (e.g. The World Bank, Caribbean Development Bank, and the European Union) 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 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**.

Director General, Finance and Planning  
Ministry of Finance, Economic Planning and Information Technology  
Second Floor, Administrative Building  
Bay Street  
Kingstown  
Saint Vincent and the Grenadines  
E-mail: [office.finance@gov.vc](mailto:office.finance@gov.vc) [wgeorge@gov.vc](mailto:wgeorge@gov.vc) and [jquow@svgcpd.com](mailto:jquow@svgcpd.com)