

ORGANISATION OF EASTERN CARIBBEAN STATES

OECS E-GOVERNMENT FOR REGIONAL INTEGRATION PROJECT

STATEMENTS OF CAPABILITY

Consultant Country Based Specialists for Antigua & Barbuda and St. Kitts & Nevis

The Governments of Antigua & Barbuda, Dominica, Grenada, St. Kitts & Nevis, St. Lucia and St. Vincent & the Grenadines have received financing from the Caribbean Development Bank (CDB) towards the cost of the OECS Electronic Government for Regional Integration Project (EGRIP) and intend to apply a portion of the proceeds to eligible payments under contracts for which this invitation is issued.

The overall development objective of the project is to promote the efficiency, quality, and transparency of public services in the beneficiary countries, through the delivery of regionally integrated e-government applications that take advantage of economies of scale.

The CDB will finance the implementation of EGRIP Horizontal subcomponent 1.3 ICT Standards and Total Cost of Ownership Optimisation and subcomponent, 1.4 Regional E-Government Institutional Framework as well as Component 3. Project Management. The funding will also support the provision of consultancy services for EGRIP Vertical subcomponent 2.4 E-Government Procurement which is closely inter-related with Horizontal subcomponent 1.3.

The EGRIP Project is being implemented by the Regional E-Government Unit (REGU) headquartered at the Organisation of Eastern Caribbean States (OECS) Secretariat. The REGU now seeks to recruit two individual consultants to serve as Country Based Specialists (CBSs) for Antigua & Barbuda and St. Kitts & Nevis.

Each Consultant Country Based Specialist will be a member of the REGU and reports to the Project Manager (Head of the REGU). Each will be responsible for the coordination, management and supervision of all project activities of the EGRIP within the host country, including:

- (a) Providing technical assistance to the host agency in the definition and implementation of national e-government strategies, policies, programs and legislation, among others, and assisting in the coordination of the work of national E-government/ICT steering committees or task forces, as the case may be;
- (b) Jointly with the Project Manager and the Procurement Specialist, planning procurement activities and updating the Procurement Plan, monitoring the procurement process to ensure timely delivery, monitoring and updating performance indicators within the host country, and proposing updates to the Project Operational Manual, when required;
- (c) Ensuring the timely and effective implementation of project components by working closely with agencies involved in specific components and taking necessary action;
- (d) Liaising with consultants, contractors and suppliers on all technical aspects of the project, keeping the Project Manager informed of progress;
- (e) Participating in the preparation of tender documents for goods, in particular, the technical specifications section, and in the preparation of requests for proposals for consultants, in particular the Terms of Reference;

- (f) Participating in tender evaluations and consultant selections, when requested by the Project Manager, and assisting in the preparation of evaluation reports including recommendations for awards, and in negotiating contracts;
- (g) Consulting local beneficiary agencies of the host country and organizing local working groups, as needed, for the conduct of all the above mentioned tasks;
- (h) Liaising with donor agencies, notably the CDB, the Canadian International Development Agency and the European Union, in the implementation of projects that are being financed in parallel with this project or on co-financing activities that may be agreed in the future;

The duration of the assignment is expected to be for a period of **eighteen (18) months**.

Prospective candidates should at a minimum have the following qualifications:

- (a) A Bachelors Degree in Computer Science, Management Information Systems, Computer Technology, Engineering or related field.
- (b) Five years direct experience in the implementation of E-government and ICT projects and use of technology for public sector modernization.
- (c) Working Knowledge of the public sector in OECS countries; preferably, direct working experience with government or international organizations.
- (d) Sound working knowledge of the national ICT Sector, stakeholders, initiatives and agenda.
- (e) Experience in preparing ICT and E-government technical specifications, request for proposals and terms of reference.
- (f) Experience in the supervision of suppliers, consultants and contractors.

Consultants shall be eligible to participate if:

- (a) the person is a citizen or a *bona fide* resident of an eligible country; and
- (b) the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.

The OECS-REGU now invites interested eligible consultants to submit Statements of Capability for the provision of these consultancy services. All information must be submitted in English. Further information may be obtained from the first address below between the hours of 9:00 a.m. and 4:00 p.m. on weekdays.

The Statement of Capability must be received at the second address below no later than **4:00 pm on October 17, 2011**, and one hard copy must be sent simultaneously to CDB at the third address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked “**Statement of Capability – EGRIP Consultant Country Based Specialist**”.

The OECS-REGU reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of statements.

1. The Project Manager
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E-Government for Regional Integration Project
Regional E-Government Unit
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2. Human Resource Officer,
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