

## REQUEST FOR EXPRESSIONS OF INTEREST

### SAINT LUCIA OECS REGIONAL TOURISM COMPETITIVENESS PROJECT IDA Credit #6000-LC

#### **Assignment Title: Consulting Services for Grants Manager under the Façade Improvement Program**

#### **Reference No. SLU-RTCP-CS-IC-FIGM-01-17**

Saint Lucia has received financing from the World Bank towards the cost of the OECS Regional Tourism Competitiveness Project (ORTCP) and intends to apply part of the proceeds for Consulting Services for engage an Individual Consultant to provide technical assistance as Grants Manager, for the implementation of the Façade Improvement Program.

The consulting services (“the Services”) include appraising, approving, administering and monitoring the disbursement of grants; as well as the provision of business support services to be implemented under the Façade Improvements Grants Program. The Services of the Grants Manager be executed in accordance with the procedures and criteria outlined in the Façade Improvements Grants Manual (FIGM) developed under the Project. As part of the Services will be required to engage the Castries Constituency Council and where necessary the Chamber of Commerce and/or the Department of Commerce and Department of Physical Planning, develop a methodology, and implement an awareness and promotional campaign(s) on mechanisms for accessing grant funding; ensure that the prospective grant recipients have adequate technical and financial management capacity to implement the proposed Façade Improvements and business support services according to the guidelines outlined in the FIGM; maintain a system for tracking and managing information regarding the administration, operation and conditions applicable to the respective façade improvement grants and business support services and Disburse, administer, and monitor façade improvement grants. The Consultant is expected to work for a period of ninety (90) working days over a period of twelve (12) calendar months. For purposes of this contract, a working day is defined as a period of eight (8) hours worked.

*(Details on the Terms of Reference may be obtained by accessing [www.finance.gov.lc](http://www.finance.gov.lc) and [www.govt.lc/consultancy](http://www.govt.lc/consultancy)).*

The Department of Economic Development, Transport and Civil Aviation now invites eligible individual consultants (“Consultants”) to indicate their interest in providing the Services. Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services; (Curriculum Vitae, description of similar assignments, etc).

Interested Consultants should have the following requisite minimum qualifications and professional experiences listed below for undertaking the assignment.

#### **Minimum Required Education and Experience for Selection**

- At least a Bachelor's Degree in Finance, Accounting, Economics, Business Management or related field
- At least 5 years' experience working with grants and contract management
- At least 5 years' experience working with the private sector, specifically with small businesses and small retailers
- Experience in providing technical support to small, local enterprises (SME's)
- Experience with capacity building, training design & implementation and Monitoring & Evaluation (M&E) would be an advantage
- Experience in tourism-related projects is preferred
- Appropriate involvement and/or experience working on similar assignments would be a plus.

### **Knowledge, Skills and Abilities Requirements**

Additional knowledge, skills and abilities that will be required of successful candidates include:

- Ability to interact with stakeholders tactfully, courteously and diplomatically
- Knowledge of the Saint Lucia and Castries property market is preferred
- Ability to communicate effectively in written and oral formats and to prepare reports
- Must be of high integrity, transparent, and accountable.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultants (IC) method set out in the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* ("Consultant Guidelines").

Further information can be obtained at the address below during office hours 8:00 a.m. - 4:00 p.m. (0800 to 1600 hours).

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **August 10, 2018**.

### **Project Coordination Unit**

**Department of Economic Development, Transport and Civil Aviation**

**Attn: Project Coordinator**

**2<sup>nd</sup> Floor, Finance Administrative Centre**

**Trou Garnier, Pointe Seraphine**

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**Saint Lucia**

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