

REQUEST FOR EXPRESSIONS OF INTEREST

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

Assignment Title: Consulting Services to Develop a Grants Manual for a Façade Improvement Program as Part of the Castries Redevelopment Project

Reference No. SLU-RTCP-CS-IC-GMFIP-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 to Develop a Grants Manual for a Façade Improvement Program as Part of the Castries Redevelopment Project.

Objective of the Grants Manual

This Manual will serve as a guide delineating the operational guidelines for the execution of the Façade Improvements Grants Program with the aim of enhancing and beautifying the Castries city center. The Program will be implemented by a Grants Manager to be hired subsequently by the ORTCP. The Façade Improvement Grants Program is envisioned to provide matching grants to approximately 60 storefronts, to local businesses that operate within a defined area within the Castries Central Business District (CBD). The buildings targeted for storefront improvements in the Castries CBD are those on parts of Jeremie Street, Laborie Street and William Peter Boulevard.

The consulting services (“the Services”) requires that the Consultant do the following:

- Review all documents relevant to the proposed Façade Improvement Program to acquire insight on the concept and objectives
- Evaluate existing and needed business support services
- Develop template (forms, agreements, instruments) to be completed by grant/support recipients
- Develop a Grants Manual for the Façade Improvement

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.

QUALIFICATIONS

Minimum required Education and Experience

- At least a Bachelor's Degree in Business Management, Marketing, Economics, or related field;
- At least 5 years' experience working in developing similar manuals or business plans and proposals;
- Evidence of at least one procedures manual developed;
- Experience in developing local small and medium enterprises (SME's) is required;
- Experience in tourism-related projects is preferred; and
- 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 St Lucia and Castries property market is preferred;
- Ability to communicate effectively in written and oral formats and to prepare reports; and
- 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 on the assignment is contained in the Terms of Reference which can be obtained from the Project Coordination Unit. Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **November 28, 2017**.

Project Coordination Unit
Ministry of Economic Development, Housing,
Urban Renewal, Transport and Civil Aviation
Attn: Project Coordinator
2nd Floor, Finance Administrative Centre
Trou Garnier, Pointe Seraphine
Castries
Saint Lucia
Tel: 758-468-2413
E-mail: slupcu@gosl.gov.lc
Website: www.finance.gov.lc