

REQUEST FOR EXPRESSIONS OF INTEREST

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

Assignment Title: Consulting Services - Project Implementation Officer

Reference No.: SLU-ORTCP-IC-PO-01-21-2

Saint Lucia has received financing from the World Bank towards the cost of the OECS Regional Tourism Competitiveness Project and intends to apply part of the proceeds to hire an individual consultant to serve as Project Implementation Officer.

The consulting services (“the Services”) include the engagement of an experienced project support specialist to provide day-to-day implementation, monitoring and evaluation support to the consulting Project Manager of the OECS Regional Tourism Competitiveness Project. The Project Implementation Officer will also be responsible to undertake the following:

- Provide supervision and administrative support to the Project Manager, as well as coordinating and linkage support to personnel of project team where necessary, particularly in engagements and communications with associated public sector and local governance agencies.
- Regularly report to the Project Manager on progress, status and challenges of project processes through standard log sheets and registers;
- Support the Project Manager with the team’s biweekly meetings to facilitate coordination of the project team and the management of their processes.
- The Project Implementation Officer will also support in preparation of draft implementation reports on project progress for review by the Project Manager;
- Support with the preparation of clerical documents where applicable, which includes review of Terms of Reference, Specifications and other technical information required for bidding;
- Assist the Project Manager in coordinating support from executing ministries and agencies to enable timely procurement;
- Periodically visit project sites to assist the Project Manager in the monitoring and evaluation of project activities;
- Assist the Project Manager in the monitoring of the project’s results framework; and
- Any other related duties as assigned by the Project Manager and/or Permanent Secretary.

The Project Implementation Officer will be engaged on a full-time basis and is expected to commence the assignment on **June 15, 2022** for a period of one year in the first instance; renewable annually subject to satisfactory performance.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: www.finance.gov.lc

The Ministry of Tourism, Information and Broadcasting, Culture and Creative Industries 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 with supporting certified copies of qualifications, description of similar assignments, etc.).

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

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS FOR SELECTION OF AN INDIVIDUAL CONSULTANT ARE:

Academic:

- Bachelors’ degree in either Tourism/Hospitality Management, Economics, Business Administration, Project Management or related Social Sciences with at least three (3) years of relevant experience in project support, public sector or tourism-related office administration and accounting

Professional experience includes:

- Professional certification in Project Management, Tourism/Hospitality Management, Business Administration or related Supervisory Skills with at least five (5) years of relevant experience in project support, business administration and account or tourism-related services.

Knowledge, Skills and Ability Requirements:

- Ability to communicate effectively, verbally and in writing with a wide range of people.
- Hard-working and demonstrated experience in deliver on conflicting demands within tight deadlines.
- Excellent IT skills, including knowledge of Microsoft Programs such as Excel, Database, Powerpoint, Word.
- Able to handle confidential and sensitive issues in a responsible and mature manner.

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 January 2011 Revised July 2014* (“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 January 2011 Revised July 2014* (“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 **May 26, 2022**.

Project Coordination Unit
Department of Economic Development
Attn: Project Coordinator
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