

**OECS SUSTAINABILITY PROJECTS:  
OECS REGIONAL TOURISM COMPETITIVENESS (ORTC)  
UNLEASHING THE BLUE ECONOMY OF THE CARIBBEAN (UBEC)**

**TERMS OF REFERENCE  
FINANCE OFFICER**

**1. Background**

The Government of Saint Lucia (GoSL) has become increasingly focused on economic development policies and projects that align with the Sustainable Development Goals established by the UNDP. With a mandate of post-pandemic economic recovery, some of the objectives of the government for key projects include the revision of export growth strategies for tourism, agriculture and aquaculture and the development of waste management strategies for the country, specifically as they relate to the blue economy. Two (2) of the major World Bank-funded projects which aim to achieve these objectives include the OECS Regional Tourism and Competitiveness Project (ORTCP) and the Unleashing the Blue Economy of the Caribbean Project (UBECP)

The ORTCP has been in implementation phase since August 2017, with significant works and consultations carried out for sea ports developments and improvements to inter-island ferry services. Currently ongoing in the project is the procurement of five (5) civil works activities aimed at the development of cultural tourism sites within coastal communities across the island, for which the project has a maturity date of September 2023. The UBECP is expected to commence implementation from November 2022, with a proposed closure of December 2028. Some of the activities earmarked for implementation under the project include the closure of one waste landing field and the simultaneous opening of a new field, with key attention given to consultations that guide the management of liquid waste contaminating established water streams. There will also be the development of water-based touristic sites, including an underwater dive site.

In the case of both projects, the implementation of key tasks for each activity required technical competence from officers specializing in the various fields of tourism, urban planning, fisheries and waste management. Notwithstanding these technical needs, the gap which exists in the dedicated management of procurement processes and contract administration for each project require a specialized officer that is knowledgeable of the Procurement Regulations of the World Bank, public procurement laws of the GoSL and adequately experienced in managing the major contracts to be issued on behalf of the state.

Given the existing finance management needs of the ORTCP and the slow but incremental advancement of finances for the new UBECP, the Ministry of Finance, Economic Development and the Youth Economy seeks to contract the services of a Finance Specialist that will be dedicated to serving the finance management needs of both projects.

**2. Description of Projects**

The OECS Regional Tourism Competitiveness Project (ORTCP) is implemented by the Ministry of Tourism, Investment, Creative Industries, Culture and Information on behalf of the Government of Saint Lucia. The GOSL received financing from the International Development Association (IDA) by way of a Credit to implement the project according to the financing agreement and plans established in the ORTCP Project Appraisal Document. As part of the development objective of the project, the activities left in train after

the project's restructuring focus on improving selected tourism sites and strengthening the sector's capacity to contribute to sustainable regional recovery from COVID-19. The civil works activities for the improvement of touristic sites is currently the main component requiring critical procurement and contract management services for five (5) proposed site developments.

The Unleashing the Blue Economy of the Caribbean Project (UBECP) will be implemented from November 2022 with activities in three distinct, five-year phases over a fifteen-year period (each project will have a life cycle of five years) involving multi-sectoral blue economy investments to support Caribbean countries to strengthen their climate resilience and accelerate economic recovery from the impacts of COVID-19, which is further defined in the UBECP Project Appraisal Document. The project development objective is to strengthen the enabling environment for the blue economy, economic recovery, and resilience of selected coastal assets in participating countries and provide immediate and effective response to an eligible emergency. The UBECP will categorize project activities in four components: (i) Strengthening Governance, Policies, and Capacity Building; (ii) Scale Up Access to Finance and Infrastructure Investment; (iii) Contingent Emergency Response Component (CERC); and (iv) Project Management, Monitoring & Evaluation, and Communication.

### **3. The Project Implementation Unit**

The Government of Saint Lucia (GoSL) is establishing a Project Implementation Unit (PIU) in the Department of Finance. The Ministry of Finance (MoF) will be responsible for finance and contract management for the ORTCP and the implementation coordination of the broader UBEC project (coordinating with relevant ministries, including but not limited to Ministry of Tourism, Ministry of Agriculture and Fisheries, Ministry of Economic Development, Ministry of Enterprise Development, and Saint Lucia Solid Waste Management Authority). The PIU will have the following positions: Project Manager, Financial Management Specialist, Procurement Officer, Environment Safeguards Specialist, Social Safeguards Specialist, Monitoring and Evaluation Specialist, and Communications Specialist.

The PIU will be a fully integrated part of the MoF structure, relying on ORTC and UBEC resources. In the first instance, human resources for the Financial Management Specialist and Procurement Officer will be funded from the ORTCP, up until September 2023, after which all human resources at the PIU will be funded from the UBEC. To deliver UBEC Project activities, including project management functions by the project team in accordance with both Government and World Bank requirements, UBEC will fund all other activities for the duration of the project life.

### **4. Key tasks and responsibilities**

Under the coordinated directives of the Project Managers of the UBEC and ORTC, the Finance Officer will be responsible for overseeing the financial management system and ensuring that day to day financial management functions are carried out appropriately and effectively to facilitate effective project management related to accounting and management of project funds of the ORTCP and UBEC. The specific responsibilities of the **Finance Officer** will include but not be limited to:

#### **Project Financials Review and Updates**

- Take over the management of Financial Reporting and Planning for the ORTCP from the Project Coordination Unit, Department of Economic Development.
- Review the financial accounts under the ORTC and maintain updates during its final implementation stage, specifically with respect to administration of contracts, as well as with the payroll of project staff.

### **Project Establishment**

- Support the establishment of the Project during its initial stages specifically with respect to budget and financial matters
- Identify the most appropriate accounting package for the project to support efficient and effective implementation of program activities.
- Develop the project chart of accounts to enable reporting by component and by activity.

### **Planning and Management**

- Contribute to the development of each project's annual planning processes.
- Lead the development of the budget and financial components of project plans.

### **Budget and Finance**

- Ensure each project complies with the financial and accounting legislation and policy requirements of both the Government, and the World Bank.
- Develop the projects' annual budget.
- Effectively manage the projects' cash flow and budget.
- Support the delivery of the annual independent audit of project finances and the drafting of responses to the audit management letter.
- Ensure effective day to day administration of the project finances, including:
  - Ensuring accurate recording of day-to-day financial transactions.
  - Processing payments to contractors and service providers and ensuring they are duly authorized and approved to facilitate prompt payments and fulfilment of contract requirements.
  - Maintaining records on a cash basis together with supporting documentation of all project income and expenditure.
  - Ensuring project financial files and records are established and maintained in both electronic and paper form in accordance with industry best practice and local regulations.
  - Monitoring the designated bank account.
  - Preparing withdrawal applications and other accompanying documentation as required for the periodic replenishments of the designated account.

### **Financial Reporting**

- Monthly report on the progress of each project's budget utilization and expenditure forecast to the respective Project Manager.
- Preparing of monthly reconciliation statements.
- Prepare timely and accurate quarterly interim financial reports to the World Bank within 45 days of the end of each semester as agreed and stated in the disbursement financial information letter.
- Prepare annual financial statements for each project and liaise with the auditor to ensure timely completion of the annual audited financial statements.
- Provide financial information as requested for management and review purposes.
- Contribute to the delivery of quarterly monitoring and evaluation reports.

- Contribute to the preparation of the six-monthly Progress Reports, for submission to the World Bank and the Project Steering Committee.
- Provide details on each project budget for the Ministry/Organization Annual Report.
- Preparing annual financial statement, providing them to the external auditor for audit; and ensuring timely receipt of the audit report and its submission to the World Bank.

#### **Leading and supporting**

- Lead the management of each project budget and finance processes.
- Coordinate with the each PIU in respect to the projects' budgets.
- Represent the ORTCP and UBECF at inter-governmental budget meetings relevant to the project, as required.
- Support the development of the projects' risk management plans and ensure project fiduciary risks are identified and mitigated.
- Lead periodic review of the quality of the internal control processes at the implementing entity/PIU. Where appropriate, initiate corrective measures to improve the efficiency and effectiveness of the internal controls.

#### **Organizing**

- Ensure each project's staff receive appropriate training in financial procedures and systems.
- Manage internal and external communications with respect to each project's finances and budget.

#### **Advice**

- Provide strategic, financial and operational advice.

#### **Performance Appraisal and Staff Supervision**

- Support the performance management of staff with respect to financial management.
- Support the development of terms of reference for project staff, and ensure they are kept up to date with respect to finance and budget matters.

#### **Technical**

- Maintain the necessary level of technical and operational skills to fulfil the duties outlined.

### **5. Reporting lines**

The position reports to the Project Manager of each project.

### **6. Duration, location, coordination and reporting arrangements**

- **Duration.** The Finance Officer is a full-time position required for six (6) years, renewable annually based on performance and availability of funds.
  - The contract is subject to a probationary period of six (6) months and may be subject to satisfactory achievement of key deliverables.

- Performance will initially be reviewed after six (6) months, and thereafter subject to annual reviews.
- This is a full-time position based in Castries, Saint Lucia.
- **Location.** The Finance Officer will work primarily from the Ministry of Finance’s Project Implementation Unit (PIU) where he/she will be assigned a workstation and will participate in face-to-face or virtual meetings, as is the case. The Officer will also be assigned a work station at the Ministry of Tourism’s PIU for his/her first year to facilitate access to documents and information that is relevant to the ORTCP.
- **Coordination.** The Finance Officer will frequently and adequately coordinate with all PIU staff for each project, as relevant.
- **Reporting arrangements.** The Finance Officer will report directly to the Project Manager of each project.

## 7. Qualifications

- At least a Bachelor’s Degree in accountancy, finance, or similar qualification plus a minimum of five (5) years’ experience as a project finance specialist, or in financial and budget management in a similar role.

Relevant post graduate accounting or professional qualifications (e.g. CPA) is preferred.

### Desirable

- Strong integrity, ethics, personal organizational skills, and ability to manage own workload.
- Good communication and interpersonal skills with the ability to make presentations to a broad range of audiences.
- Good writing skills with the ability to prepare accurate reports; fluency (oral and written) in English is essential.
- Ability to prepare detailed financial reports.
- Extensive experience with accounting and financial management software packages
- Knowledge of the Public Finance Management Act and its Regulations.
- Knowledge of the Public Procurement Act
- Experience with donor-funded projects, especially projects involving international financial institutions such as the World Bank.
- Oral and written English language skills.
- Membership of a relevant professional organization.

## 8. Applying for this post

Applications for the post should be made to:

Permanent Secretary  
Ministry of Tourism, Investment, Creative Industries, Culture and Information  
3<sup>rd</sup> Floor, Sir Stanislaus James Building  
Waterfront

Castries  
Saint Lucia  
Tel: 1 (758) 468- 4615  
Email: [abigail.lewis@govt.lc](mailto:abigail.lewis@govt.lc)

Applications **must** include 2 parts with the following format and content:

1. A brief covering letter introducing yourself, and explaining why you are interested in this post (maximum 1 page).
2. A resume (CV) showing personal details, work experience, and education, along with the names of three work related references (maximum 3 pages).

*Note: unsuitable candidates will not be acknowledged. Applicants whose minimum qualifications and experience conform to the Terms of Reference will be short-listed and invited attend and interview for further consideration.*