

REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – INDIVIDUAL SELECTION)

COUNTRY – Commonwealth of Dominica

NAME OF PROJECT – Digital Transformation Project

Assignment Title: Communications Officer for the Project Implementation Unit (PIU) - Digital Transformation Project

The Government of the Commonwealth of Dominica (GoCD) is preparing to implement a US\$ 28 million Digital Transformation Project, financed by the World Bank Group. The Caribbean Digital Transformation Project (called “project” going forth) comprises four components that address key bottlenecks and harness opportunities to develop the Eastern Caribbean Digital Economy as a driver of growth, job creation and improved service delivery.

It aims to ensure that every individual and business in Dominica is empowered with the access to broadband, digital financial services, and skills needed to actively participate in an increasingly digital marketplace and society. It leverages public sector modernization and digitization to improve service delivery and to drive creation of a digital culture across Dominica.

To support the improved management of digital risks, the project will bolster cybersecurity policy, capacity, and planning tools in the region. It will facilitate technology adoption to improve productivity of flagship industries and create demand for digitally enabled jobs. It aims to foster regional integration and cooperation to capture the economies of scale and scope required to increase impact and value for money of the project interventions and to create a more competitive, seamless regional digital market to attract investment and provide room for growth of digital firms. A brief description of the project components is as follows.

Component 1: Digital Enabling Environment

This component will support the development of a positive enabling environment for Dominica’s digital economy that drives competition, investment and innovation while promoting trust and security of online transactions. It will focus on legal, regulatory and institutional reforms to support modernization of the telecommunications and digital financial services sectors while mitigating growing risks of a digital economy including cybersecurity and data protection and privacy.

Component 2: Digital Government Infrastructure, Platforms and Services

This component will support public sector modernization, resilience and delivery of digital public services to individuals and businesses. It will aim to ensure that Dominica has put in place the core infrastructure, platforms, institutions and human capacity needed to efficiently and effectively manage internal government operations, and to build on these core enablers to make public services widely accessible online from anywhere within the country, region or across the globe. It will also prepare Dominica's governments for deeper interconnectivity and interoperability of data and information systems across borders to smooth administration of regional trade, immigration and other services. Finally, it will aim to ensure continuity of government operations and services, enable real-time data driven decision making and ability to rapidly target and deliver payments and social services to citizens and businesses in the event of natural disasters.

### Component 3: Digital Skills and Technology Adoption

This component aims to better equip individuals and businesses in Dominica for the jobs and economy of the future and to spur innovation and productivity growth. It aims to create a pool of advanced digital talent to better position Dominica to attract investment by digital firms. It takes a comprehensive supply and demand side approach, supporting greater technology adoption and utilization of digitally enabled business models to drive demand for newly skilled employees and well as making connections with global employment opportunities through online working platforms.

The Digital Transformation Project PIU will be staffed with an **Communications Officer** who will report directly to the PIU Manager and will work closely with the other members of the PIU team and relevant stakeholders in accordance with the Government of the Commonwealth of Dominica (GoCD) and World Bank's management and implementation requirements.

The period of engagement will be three (3) months. The detailed Terms of Reference (ToR) for the assignment are attached to this request for expressions of interest. (See Annex A)

The GoCD now invites eligible individuals to indicate their interest in providing the Services. Interested individuals should provide information demonstrating that they have the minimum required qualifications and relevant experience to perform the Services.

#### Qualifications and Experience

- Training in journalism, communications or other field;
- High proficiency in spoken and written English;
- High proficiency in MS Office (Word, Excel, PowerPoint, MS Project etc.) and excellent web navigation skills;
- 5 years of work experience in the field of media relations, journalism or/and communication;
- Proven experience as an editor;

- Outstanding communication, networking and negotiation skills;
- Excellent computer skills and experience in preparing and maintaining communication materials;
- Demonstrated ability to work with minimum supervision, be dynamic, proactive and creative;
- Understanding of key human development issues;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Builds strong relationships with internal and external actors; and
- Demonstrates openness to change and ability to manage complexities.

Language Requirement: Proficiency in English

Further information can be obtained at the Ministry of Public Works and the Digital Economy, 1<sup>st</sup> Floor Government Headquarters, Kennedy Avenue, Roseau, Dominica at Tel: (767) 266-3524 during office hours 8:00 a.m. to 5:00 p.m. on Mondays and 8:00 a.m. to 4:00 p.m. on Tuesdays to Fridays and/or by email.

Expressions of interest must be delivered in a written form (in person, or by mail, or by e mail) by 4:00p.m. on **Friday, April 16<sup>th</sup>, 2021** to:

Mr. Roland Royer  
Permanent Secretary  
Ministry of Public Works and the Digital Economy  
1<sup>st</sup> Floor, Government Headquarters  
Kennedy Avenue, Roseau  
Commonwealth of Dominica  
Email: [pspublicworks@dominica.gov.dm](mailto:pspublicworks@dominica.gov.dm)