



COMMONWEALTH OF DOMINICA
MINISTRY OF PUBLIC WORKS, PUBLIC UTILITIES AND DIGITAL ECONOMY

CARIBBEAN DIGITAL TRANSFORMATION PROJECT UNIT

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2nd Floor, First Domestic Building
King George V. Street
Roseau
Commonwealth of Dominica

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INDIVIDUAL SELECTION)

COUNTRY: – Commonwealth of Dominica

NAME OF PROJECT: – Caribbean Digital Transformation Project - P171528

Credit No.: – IDA-66850-DM

Assignment Title: – Training and Grants Coordinator

Reference No.: – DM-MPWDE-393440-CS-INDV

The Government of the Commonwealth of Dominica has received financing from the World Bank toward the cost of the Caribbean Digital Transformation Project, and intends to apply part of the proceeds towards Consulting Services for a Training and Grants Coordinator - Project Implementation Unit of the Caribbean Digital Transformation Project, Ministry of Public Works, Public Utilities and Digital Economy.

The Training and Grants Coordinator will assist with the delivery of the activities under Component 3 of the Caribbean Digital Transformation Project and be responsible for the management and oversight of the project's Training and Grants Programme, including overall coordination, processing of applications and monitoring and evaluation (M&E) of disbursed grants. The period of assignment will be two (2) years in the first instance.

The Government of the Commonwealth of Dominica, Ministry of Public Works, Public Utilities and Digital Economy now invites eligible consulting individuals ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services as follows:

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in business management or related field required. An MBA will be an asset.
- A minimum of five (5) years of experience in the delivery of business development services.

- Experience with business continuity plans and procedures and Business Case Development.
- Previous experience in managing grants or similar technical assistance programs.
- Knowledge and experience in promoting, supporting, managing and mentoring enterprises.
- Ability to manage beneficiaries.

REQUIRED SKILLS AND SPECIALISED TECHNIQUES

- High proficiency in spoken and written English.
- High proficiency in MS Office (Word, Excel, PowerPoint, MS Project etc,) and excellent web navigation skills.
- Excellent negotiation skills.
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations.
- Knowledge of World Bank/Infodev support for Business Incubator activities would be an asset;

The detailed Terms of Reference (TOR) is attached to this Request for Expressions of Interest.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 (Fifth Edition, September 2023) revised setting forth the World Bank's policy on Conflict of Interest.

A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 8:00 am to 5:00 pm on Mondays and 8:00 am to 4:00 pm on Tuesdays to Fridays.

Expressions of interest must be delivered in a written form (in person, or by mail, or by e-mail) **on or before February 16, 2024**, to the address below:

Mrs. Jermaine Jewel Jean-Pierre

Project Manager

Caribbean Digital Transformation Project

2nd Floor (Former First Domestic Building)

19-21 King George V Street

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Dominica

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