

## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **(CONSULTING SERVICES – INDIVIDUAL SELECTION)**

**COUNTRY:** Commonwealth of Dominica

**NAME OF PROJECT:** Caribbean Digital Transformation Project

**Credit No.:** IDA 6685-DM Grant No.:

**Assignment Title:** Training/Grants Coordinator for PIU Digital Transformation Project

**Reference No.:** DM-MPWDE-200505-CS-INDV

The Government of Dominica is implementing a digital transformation project financed by the World Bank Group. The Caribbean Digital Transformation Project (called “project” going forth) comprising 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 Caribbean Digital Transformation Project-Project Implementation Unit will be staffed with a Training/Grants Coordinator who will report directly to the Project Implementation Unit Manager. The period of engagement will be for 2 years in the first instance and renewal of contract subject to performance and the availability of funds. The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest. (See Annex A)

## **Invitation**

The Government of the Commonwealth of Dominica 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**

- Bachelor's degree in Business Management or related field, an MBA will be an asset
- Ability to manage beneficiaries
- Excellent negotiation skills
- Experience with business continuity plans and procedures and Business Case Development
- A minimum of five (5) years of experience in the delivery of business development services
- Previous experience in managing grants or similar technical assistance programs
- Knowledge and experience in promoting, supporting, managing and mentoring enterprises

- Knowledge of World Bank/ Infodev support for Business Incubator activities would be an asset
- Experience with Business Incubator operations including:
  - Sound business recruitment framework
  - Business performance indicators and assessment methodologies
  - Establishing clear exit strategies
  - Effectively integrating ICT throughout their incubator operations and within the new business development cycles
  - Sound financial management and micro-finance experience with start-up companies
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations
- Understanding of gender issues within the context of development projects
- Knowledge of related laws and policies of Dominica and the Eastern Caribbean region

### **Skills and Specialized Techniques**

- High proficiency in MS Office (Word, Excel, PowerPoint, MS Project, etc.) and excellent web navigation skills
- High professional and personal integrity
- Ability to submit information in a clear, concise manner and in formats suitable for non-specialists
- Strong analytical and problem-solving skills and proven ability to apply these in carrying out operational tasks, identifying issues, presenting findings/ recommendations and contributing to resolution of sector and country issues
- Capacity to work simultaneously on a variety of issues and tasks, independently adjusting to priorities and achieving results with agreed objectives and deadline
- Ability to use one's initiative and be proactive
- Ability to be flexible with work assignments
- Ability to stimulate and manage change and develop strong teams
- Ability to uphold ethical standards
- Familiarity with the World Bank environmental and social safeguards
- Strong interpersonal skills and ability to work effectively with internal/external partners
- Excellent communication and interpersonal skills
- Ability to work both independently and collaboratively in a team

**Language Requirement:** Proficiency in English

The attention of interested Individuals 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 revised November 2017 and August 2018 setting forth the World Bank's policy on conflict of interest. In addition,

please refer to the following specific information on conflict of interest related to this assignment (*i.e. 3.17 of the Procurement Regulation*).

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 Caribbean Digital Transformation Project – Project Implementation Unit, 2<sup>nd</sup> Floor, First Domestic Building, 19-21 King George V Street, Roseau, Dominica at Tel: (767) 266-3840 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.

The detailed Terms of Reference (TOR) for the assignment *can be found at the following website*: <http://dominica.gov.dm/vacancies> or <http://cardtp.gov.dm/notices/expressions-of-interest>

Expressions of interest must be delivered in a written form (in person, or by mail, or by e-mail) by March 16, 2022 to:

Dr. Jermaine Jewel Jean-Pierre  
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Project Implementation Unit  
Caribbean Digital Transformation Project (CARDTP)  
Ministry of Public Works and the Digital Economy  
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