

## **REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTANT SERVICES (REF EOI –SP -07-08)**

**Commonwealth of Dominica  
Growth and Social Protection Technical Assistance Project  
Finance & Planning Sector  
CONSULTING SERVICES – Firm  
Credit No: 4264-DOM  
Project ID No: P094869**

**Expressions of interest for Consulting Services for the Design Software for Program Databases for Selected Social Assistance Programs, Beneficiary Identification and Central Beneficiary Registry**

This request for Expressions Of Interest follows the general procurement notice for this project that appeared in the Development Business Issue No. 714, 16 November 2007 and was posted online on 24 October 2007 (Ref : *WB5142-714/07*).

The Government of the Commonwealth of Dominica has received financing from the International Development Association (IDA) towards the cost of a Growth and Social Protection Technical Assistance (GSPTA) Project, and intends to apply part of the proceeds of this credit to payments under a contract for consultant services.

The GSPTA Project is jointly financed by the World Bank, the European Union and the Government of the Commonwealth of Dominica. One of the components of the GSPTA Project is the improvement of Social Protection. The objective of this component is to strengthen the Government's capacity to better target, plan and administer social assistance programs for poor and vulnerable persons. There are three sub-components: Beneficiary Selection System Modernization; Institution Strengthening; and a Public Information Campaign.

The Institution Strengthening sub-component of this project will support activities to strengthen the administrative capacity to deliver social assistance through: (a) development of program databases to track beneficiaries and expenditures for the Education Trust Fund and the School Feeding Program in the Ministry of Education and further work on database development for the Public Assistance Program in the Ministry of Community Development; and (b) documentation of policies and procedures for the public assistance program and for the Education Trust Fund; (c) establishing linkages and access to the different databases to assist in decision making at the sector level.

The Government of the Commonwealth of Dominica now invites eligible consultants to indicate their interest in providing the consultancy services for the Design Software for Program Databases for Selected Social Assistance Programs, Beneficiary Identification and Central Beneficiary Registry as follows:

Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions,

availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

A consultant will be selected in accordance with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* (current edition)

Interested consultants may obtain further information at the address below during office hours from 0800 to 1600 hours. Expressions of interest must be delivered to the address below by 1600 hours, on August 18, 2008.

### **REFORM MANAGEMENT UNIT**

**Attn:** Project Coordinator  
Project Coordinating Unit  
World Bank – GSPTA Project  
Public Service Training Center  
Dame Mary Eugenia Charles Boulevard  
Roseau; Commonwealth of Dominica  
Tel: (767) 440-4191 or (767) 266-5219  
Fax: (767) 448-0005  
Email: [rmuprojectcoordinator@cwdom.dm](mailto:rmuprojectcoordinator@cwdom.dm)

### **VACANCY NOTICE**

Applicants are invited from suitably qualified persons for the position of **Project Coordinator/Procurement Officer**, World Bank Growth and Social Protection Technical Assistance Credit Project to be implemented through the Reform Management Unit, Establishment Personnel and Training Department, Government of the Commonwealth of Dominica.

The Project Coordinator must be knowledgeable in government procedures and operations and will undertake project management, financial, procurement, coordination and monitoring responsibilities.

#### **Qualifications, Experience and Skills Required**

- A post-graduate degree in Management or related fields
- At least five (5) years experience in managing development projects
- At least three (3) years experience with World Bank or other similar donor procedures and procurement rules is essential.
- Good leadership, oral and written communication and a high level of interpersonal skills.

- Computer literate and familiar with project management, presentation and analytical software.
- Training in procurement procedures would also be an asset

The successful applicant will be employed on a contractual basis for a period of twenty four (24) months. Applications, including certified copies of professional certificates only, detailed Curriculum Vitae and three letters of reference confirming the applicants required experience and skills should be submitted to:

The Chief Personnel Officer

Establishment Personnel and Training Department

Government Headquarters

Kennedy Avenue, Roseau

Commonwealth of Dominica

in sealed envelopes marked **Confidential: Application for the Position of Project Coordinator/Procurement Officer, World Bank Growth and Social Protection Technical Assistance Credit Project**, and should reach no later than 4.00 p.m. on August 12, 2008.

Further details relevant to the position can be obtained from the Reform Management Unit, email: [rmunit@cwdom.dm](mailto:rmunit@cwdom.dm) and Tel/Fax: 1 767- 448-0005.