

# **REQUEST FOR EXPRESSIONS OF INTEREST**

## **SAINT LUCIA**

### **UNLEASHING THE BLUE ECONOMY IN THE CARIBBEAN (UBEC)**

**IDA Credit # P171833**

**Assignment Title: Consulting Services - Project Liaison Officer for Tourism**

**Reference No. LC-MOFED-409036-CS-INDV-PLOT-24**

Saint Lucia has received financing from the World Bank toward the cost of Unleashing the Blue Economy of the Caribbean (UBEC) and intends to apply part of the proceeds to hiring of an individual consultant to serve as the Project Liaison Officer for Tourism.

The consulting services (“the Services”) include the following:

- ✓ Develop and update as necessary, in consultation with the PIU, detailed work plans for the Tourism components of the UBEC Project, providing technical and policy inputs on these work plans as required.
- ✓ Coordinate the implementation of the work plan activities in close collaboration with the PIU and relevant Ministry of Tourism staff.
- ✓ Provide technical input into the preparation and review of TORs, development of technical specifications, and preparation of bidding documents; and assist in the evaluation of proposals;
- ✓ Prepare monthly reports capturing project progress, status, challenges, results framework etc. to support operational, financial and results-based monitoring for the project; and make recommendations on actions to address challenges and weaknesses.
- ✓ Coordinate workshops, meetings, training activities to support workplan implementation in collaboration with the PIU, relevant officers at the Ministry of Tourism and other stakeholders and ensure the preparation of reports, or other relevant documentation from these events.
- ✓ Prepare relevant documentation on the outputs and outcomes of the implementation of activities and ensure their timely submission to the Project Manager for review and onward action and inclusion into the projects files database.
- ✓ Work closely with the Monitoring and Evaluation Specialist of the PIU to ensure timely submission of project performance indicator data and information to populate relevant templates to update the overall Project Monitoring and Evaluation Plan in compliance with World Bank requirements.
- ✓ Coordinate with the Finance Manager at the PIU to ensure the timely preparation and submission of relevant documentation to support budget forecasts and withdrawals for procurement of goods and services.
- ✓ Coordinate with the Procurement Manager at the PIU to ensure that the Procurement Plan is aligned with the timelines for implementation of project activities and undertake updates and revisions as required to eliminate delays.

- ✓ Work closely with the Communications Specialist for visibility of the project and its outcomes and to ensure support for community engagement activities;
- ✓ Work closely with the Environmental and Social Safeguards Specialists at critical stages of project implementation to ensure compliance with national and World Bank standards and procedures and to negate/mitigate any negative social or environmental impacts from project activities.
- ✓ Capture and document lessons learned and best practices to improve efficiency throughout project implementation, and to support visibility of project outputs led by the Communications Specialist.
- ✓ Any other related duties as assigned by the Project Manager, PIU

The Project Liaison Officer will be engaged on a full-time basis for a period of one year in the first instance; renewable annually subject to satisfactory performance

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: [www.finance.gov.lc](http://www.finance.gov.lc)

The Department of Finance now invites eligible individual consultants (“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. (Curriculum Vitae with supporting certified copies of certificates, reference letters to support experience and description of similar assignments, etc.)

Interested Consultants should have the following requisite minimum qualifications and professional experiences listed below for undertaking the assignment.

## **Qualification Requirements and Evaluation Performance Criteria**

### ***Academic:***

At least a Bachelors’ degree in Tourism Management, Economics, Project Management or related Social Sciences (tourism development, tourism, management or sociology,) or related discipline with at least five (5) years of relevant professional experience that includes:

- i) Tourism sector development, planning, and/or policy;
- ii) Strategy development and implementation at the regional, national or subnational level;
- iii) Advising or working directly with the public and private sector in tourism development and/or investments; and
- iv) Proven track record of project management and project team experience working with government.

Or

A Master’s Degree in Tourism, a Tourism-related field or related social science with at least three (3) years of relevant professional experience that includes:

- i) Tourism sector development, planning, and/or policy;
- ii) Tourism Planning and implementation
- iii) Strategy development and implementation at the regional, national or sub-national level;
- iv) Advising or working directly with the public and private sector in tourism development and/or investments; and
- v) Proven track record of project management and project team experience working with government.
- vi) Demonstrated experience in tourism planning and management.
- vii) Demonstrated experience with management of multidisciplinary programs.

**a. Specific knowledge required to start**

- Sound policy understanding of the tourism industry and national development strategic plan for Saint Lucia
- Report preparation
- Project management
- Working knowledge of Microsoft office including Word, Excel, Power Point and Microsoft Project. Previous experience working with Donor-financed projects and the Government of Saint Lucia.
- Excellent knowledge of English with fluency in reading, preparation of technical reports and general writing.
- Ability to communicate in creole would be an asset

**b. Required competencies**

**Collaboration:** Ability to collaborate with a wide variety of stakeholders. Strong interpersonal and organizational skills.

**Drive for Results:** Takes personal ownership and accountability to meet deadlines and achieve agreed-upon targets/ results, and has the personal organization to do so.

**Teamwork (Collaboration) and Inclusion:**

- Demonstrated ability to work with teams and communicate effectively.
- Ability to handle stakeholders tactfully, courteously, and diplomatically;
- Ability to establish and maintain effective working relationships with all relevant Ministry and World Bank staff, vendors, private operators and the public.

The attention of interested Consultants is drawn to paragraph 3.14 of the World Bank's *Procurement Regulations: World Bank Procurement Regulations for IPF Borrowers November 2020* ("Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultants (IC) method set out in the World Bank's *Procurement Regulations: World Bank Procurement Regulations for IPF Borrowers November 2020* ("Consultant Guidelines").

Further information can be obtained at the address below during office hours 8:00 a.m. - 4:30 p.m. (0800 to 1600 hours). Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **April 30, 2025**.

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**Financial Administrative Centre**  
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**Cc:**

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