

DEPARTMENT OF DISASTER MANAGEMENT, BRITISH VIRGIN ISLANDS
ESTABLISHING FLOOD-RESILIENT SMART COMMUNITIES THROUGH
NON-GOVERNMENTAL ORGANISATION PARTNERSHIPS

CONSULTANCY SERVICES FOR SENIOR EXECUTIVE OFFICER
REQUEST FOR EXPRESSIONS OF INTEREST

The Department of Disaster Management (DDM) in the British Virgin Islands has applied for financing from the Community Disaster Risk Reduction Fund (CDRRF), managed by the Caribbean Development Bank (CDB) in an amount equivalent to USD649,550 towards the cost of the Establishing Flood-Resilient SMART Communities Through Non-Governmental Organisation Partnerships Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of DDM and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than DDM shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The objective of the consultancy is to provide services required for carrying out the administrative and accounting duties related to the implementation of the project. The Consultant is expected to undertake, but not necessarily limited to, the following:

Administration

- a) Organising, prioritising, and executing general office administrative tasks; monitoring and reconciling expenditure, preparing meeting minutes, preparing presentations and data analyses for use in reports and decision-making.
- b) Filing of all communications, documentation, financial reports and records, contracts, related to the implementation of the project; and assisting the Project Manager (PM) with the preparation of weekly, monthly and quarterly reports.
- c) Arranging meetings, conferences and workshops. Accounting

- d) Establishing and maintaining the project's administrative and accounting system, including ensuring that financial reporting and filing system in accordance with national accounting standards.
- e) Assisting the PM with the preparation and monitoring of contracts for consultancy services, and ensuring that payments made are in accordance with the services and costs approved.
- f) Preparing local purchase orders, vouchers and recording the transactions in the accounting system.
- g) Monitoring cash flow and alerting the PM about any financial problems and/or issues.
- h) Preparing disbursement requests
- i) Preparing monthly project financial statements and reports, in accordance with national or international standards
- j) Establishing and maintaining the asset and contract registers, in a database, according to generally accepted standards.

The expected duration of the assignment is 24 months

The Department of Disaster Management (DDM), the Executing Agency, now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant to perform the Services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.

The attention of interested Consultants is drawn to paragraph 1.9 of CDB's Guidelines for the Selection and Engagement of Consultants (2011), setting forth CDB's policy on conflict of interest.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. The selection criteria will include the following: (a) Education – Bachelor’s Degree in Accounting or Management Studies or Business Administration or its equivalent; (b) Experience – at five years’ work experience on project related activities including administration or accounting; and (c) Skills – familiarity with Government financial regulations and proficiency in Microsoft Suite. Ability to use JD Edwards accounting will be an asset. All information must be submitted in English. Further information may be obtained from the first address below during office hours from Monday to Friday, 8:30 a.m. and 4:30 p.m. British Virgin Islands time.

Electronic copies of the Expressions of Interest must be received, by email, to the first address below no later than 4:30 p.m. on Tuesday, February 21, 2017 and an electronic copy must be sent simultaneously to CDB at the second address below. Each submission should include the Consultant’s name and address and shall be clearly marked in the subject line **“Expression of Interest – Consultancy Services for Senior Executive Officer”**.

Following the assessment of submissions, the most technically capable and appropriately experienced Consultant will be invited to negotiate a contract to provide the consultancy services. DDM reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

Submit Expressions of Interest to:

Address 1: bviddm@surfbvi.com

Director
Department of Disaster Management
Government of the BVI
#3 Wailing Road
Road Town
Tortola, VG1110
British Virgin Islands
Telephone number: 284 468-4200

Address 2: procurement@caribank.org

Procurement Officer
Caribbean Development Bank
Post Office Box 408
Wilkey, St. Michael
Barbados, West Indies