



Investing in rural people



## REQUEST FOR EXPRESSIONS OF INTEREST (Individual Consultants)

### GRENADA

#### CLIMATE SMART AGRICULTURE & RURAL ENTERPRISE PROGRAMME (SAEP)

Assignment title: ACCOUNTING OFFICER, RURAL DEVELOPMENT UNIT (RDU)

Reference no.: SAEP.CS.18

The Government of Grenada has received financing from the International Fund for Agricultural Development (IFAD) towards the cost of the Climate Smart Agriculture & Rural Enterprise Programme (SAEP) and intends to apply part of the proceeds for the recruitment of consulting services provided by an individual consultant as part of the post of **Accounting Officer**.

The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with the Climate Smart Agriculture & Rural Enterprise Programme (SAEP).

The consulting services ("the services") include, among others, providing assistance to the Finance Manager in all financial management, disbursement, accounting and audit related activities of the Rural Development Unit, in strict compliance with the requirements of the Loan Agreements between the Government of Grenada, IFAD and CDB.

The attention of interested consultants is drawn to IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy<sup>1</sup> and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations<sup>2</sup>. The latter sets forth IFAD's provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.<sup>3</sup>

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<sup>1</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

<sup>2</sup> The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

<sup>3</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

Interested consultants shall not have any actual, potential or reasonably perceived conflict of interest. Consultants with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. Consultants are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, or b) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the REOI, (ii) the selection process for this procurement, or (iii) execution of the contract. Consultants have an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

The Rural Development Unit (RDU) 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 in the form of a curriculum vitae (CV). A consultant will be selected in accordance with the individual consultant selection (ICS) method set out in IFAD' Project Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). Interviews will be conducted as part of the selection process.

The shortlisting criteria are: An Associate Degree in Accounting, Business Administration or professional qualification in accounting or financial management. At least three (3) years of proven experience in accounting, audit, or financial management, including bookkeeping functions, records management and the preparation of transactional supporting documentation and financial reports. A solid understanding of Government of Grenada accounting practices and systems and a minimum of two (2) years of experience with the use of QuickBooks, MS Excel or any other accounting software.

Any request for clarification on this REOI should be sent via e-mail to the address below no later than **3:00 p.m., August 26, 2022 Eastern Caribbean Time**. The client will provide responses to all clarification requests by **3:00 p.m., August 31, 2022 Eastern Caribbean Time**.

Expressions of interest in the form of curriculum vitae (CV) must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **September 9, 2022**.

**Rural Development Unit**  
**Attn: Programme Head, Rural Development Unit**  
**GCNA Complex, Kirani James Blvd.,**  
**St. George's,**  
**Grenada**  
**Tel: 473-442-0105**  
**E-mail: [saep@saep.gov.gd](mailto:saep@saep.gov.gd)**