

# REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

## Grenada

Organisation of Eastern Caribbean States (OECS) Skills & Innovation Project

Credit No.: IDA-74840

**Assignment Title: Administrative Assistant**

**Reference No.:** GD-MOE-GRENADA-426144-CS-INDV

The Government of Grenada has received financing from the World Bank toward the cost of the OECS Skills & Innovation Project, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the expertise of an Administrative Secretary, in accordance with the Loan Agreement and World Bank Procurement Regulations for IPF Borrowers to provide overall administrative and secretarial support to ensure smooth implementation of the OECS Skills and Innovation Project in Grenada. The project will be implemented during the period 2024 to 2030, and the successful candidate is expected to commence duties in March 2025.

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites: <https://www.procurement.gd/contract-notices> or <https://in-tendhost.co.uk/gnd/asp/Home>, or via [nafeesah.abdullateef@procurement.gov.gd](mailto:nafeesah.abdullateef@procurement.gov.gd).

The Ministry of Education now invites eligible individuals (“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. The evaluation criteria are:

- Minimum Requirements: Bachelor's degree in business management, public administration, or a related field.
- At least 3 years of experience providing support for upper-level management in a related organisation or project related environment (i.e., education, population, agriculture social sciences, public health and in the public or private sector).
- Training in Customer Service would be an asset.
- Certification in Secretarial Sciences / Office Procedures or other professional secretarial studies.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers”<sup>1</sup> fifth edition September 2023 (“Procurement Regulations”), 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:

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<sup>1</sup> <https://thedocs.worldbank.org/en/doc/6c0602876d68949e80820507d90a14ed-0290012023/original/Procurement-Regulations-September-2023.pdf#page=20>

Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower.

A Consultant will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Procurement Regulations.

Further information can be obtained through In-Tend or via [nafesah.abdullateef@procurement.gov.gd](mailto:nafesah.abdullateef@procurement.gov.gd) to seek clarification.

**Expressions of interest must be delivered through electronic submission** through the procurement system at <https://in-tendhost.co.uk/gnd/aspx/Home>. Candidates must register on this portal and submit all interest through this medium.

Upon receipt of the documents, a confirmation e-mail acknowledging the names of the files received will be sent.

**Date for Submission: February 3<sup>rd</sup> 2025, before 3:00pm Eastern Caribbean Time.**