

REQUEST FOR EXPRESSIONS OF INTEREST INDIVIDUAL CONSULTANT SELECTION (INDV)

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| Name of Project | UNLEASHING THE BLUE ECONOMY OF THE CARIBBEAN PROJECT (UBEC) |
| Loan No. | IDA-70870 |
| Assignment Title | Administrative Support UBEC PIU |
| Procurement Plan Ref Number | GD-MOIID-560179-CS-INDV |
| Country of Delivery | GRENADA |
| Date Issued | 29th June 2026 |

The Government of Grenada has received financing from the World Bank toward the cost of the Unleashing the Blue Economy of the Caribbean Project (UBEC) and intends to apply part of the proceeds for the consulting services for the **Administrative Support UBEC PIU**.

The Administrative Assistant working under the broad guidance of the National Project Coordinator, assumes primary support responsibility of planning and implementing overall administrative and secretarial support to ensure smooth implementation of the project in an efficient, courteous and professional manner.

You can find the detailed Terms of Reference (TOR) for the assignment at the following websites: www.procurement.gd or <https://in-tendhost.co.uk/GND/asp/Home>. Alternatively, you can email beverley.jeremiah@procurement.gov.gd for assistance with the TOR or help with registering on In-tend.

The Ministry of Mobilisation, Implementation, and Transformation hereby invites eligible consultants to express their interest in providing the required services. Interested consultants are requested to submit information that demonstrates their qualifications and relevant experience to effectively carry out the services.

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 September 2023, revised November 2020, August 2018 and November 2017 ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

The best-qualified consultant to carry out the services will be selected in accordance with the Individual Consultant Selection (INDV) method set out in the Regulations and based on the following criteria:

- A bachelor's degree in business management/administration, Public Administration, or a related field.
- Have at least 3 years' experience providing support for upper-level management in an organisation or project related environment.
- Training in Customer Service would be an asset.
- Certification in Secretarial Sciences/Office Procedures or other professional secretarial studies.

Further information can be obtained by requesting clarification via Intend <https://in-tendhost.co.uk/GND/asp/Home> .

Expressions of interest must be submitted electronically through the procurement system at <https://in-tendhost.co.uk/GND/asp/Home> . Candidates must register on this portal and submit all interest and queries through this medium. Upon submission of documents, you will receive a confirmation email acknowledging receipt.

Deadline date of submission: July 20th, 2026, at 3:00 P.M.