

GOVERNMENT OF GRENADA
GRENADA GEOTHERMAL DRILLING PROJECT
CONSULTANCY SERVICES FOR ADMINISTRATIVE OFFICER

REQUEST FOR EXPRESSIONS OF INTEREST

The Government of Grenada has received financing towards the cost of the Grenada Geothermal Drilling Project. The Project is executed by the Ministry of Climate Resilience, The Environment and Renewable Energy (the Ministry) and managed by the Geothermal Project Management Unit (GPMU). Exploration drilling is planned at two sites located on private agricultural lands in the north of the mainland: Site C at Tricolor in St Patrick and Site F at Plaisance Estate in St John. The Project is subject to a multi-lender environmental and social safeguard framework, including the applicable CDB review procedures, IDB safeguard policies, and IFC Performance Standards.

The Project encompasses civil works and exploration drilling procured through international competitive bidding, together with a programme of consultancy and individual-consultant engagements. Procurement is governed by the CDB Procurement Procedures for Projects Financed by CDB, layered with Grenada's national procurement law, with the relevant Financing Agreement prevailing where the two frameworks conflict.

The Ministry of Climate Resilience and Renewable Energy, the Executing Agency, now wishes to procure consultancy services for an Administrative Officer.

The objective of the consultancy is to serve as the GPMU's primary administrative and clerical focal point, responsible for providing comprehensive support to the Project Coordinator and GPMU team across procurement, fiduciary management, contracts administration, personnel records, and operational logistics throughout the civil works phase.

The duration of the contract is expected to be on a full time basis for a period of two (2) years, subject to project requirements and phase progression

The Ministry of Climate Resilience and Renewable Energy now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. The Requisite qualification and Experience for the consultancy;

- An Associate Degree or equivalent qualification in Business Administration, Office Administration, or Secretarial Services; or a secondary school diploma with at least five (5) years of documented administrative experience.
- Demonstrated experience in procurement administration, preferably with development projects or multilateral bank-financed initiatives.
- Strong proficiency with computer applications, including word processing, spreadsheets, data entry, and e-procurement platforms.

- Excellent organizational skills with the ability to prioritize multiple tasks, maintain detailed records, and meet strict deadlines.
- Strong written and verbal communication skills in English, with the ability to communicate courteously and professionally with internal and external stakeholders.
- Experience with CDB, World Bank, or IDB procurement and financial procedures is strongly preferred.

All information must be submitted in English. Further information including the Terms of Reference may be obtained from the In-Tend portal and responses will be issued between Monday and Friday during the working hours of 8:00 am to 4:00 pm within 3 business days.

Expressions of Interest must be received through the In-Tend portal addressed to the first contact below no later Friday, August 07, 2026 submission should include the name and address of the applicant and shall be clearly marked “Expression of Interest – Consultancy Services for Administrative Officer”

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide consultancy services. Government of Grenada 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.

Contact for submission

Permanent Secretary
Ministry of Climate Resilience and Renewable Energy
Ministerial Complex
Sir Eric Matthew Gairy Botanical Gardens
Tanteen
St. George's
<https://in-tendhost.co.uk/gnd>

For assistance with registration of the portal please contact
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