

## REQUEST FOR EXPRESSIONS OF INTEREST

### SAINT LUCIA URBAN RESILIENT FLOOD INVESTMENT PROJECT [SURF-IN PROJECT]

ASSIGNMENT TITLE: CONSULTANCY SERVICES – FINANCE OFFICER

**Reference No. SLU-SURFIN-FA-06-25**

The World Bank group (IBRD) is a key development partner of the Government of Saint Lucia providing substantial resources overtime - financial, technical, human -to aid in the country's development. At the current time the bank continues to finance various programs and projects that operate independently of each other. A major initiative being financed and implemented at the present time is a Project Preparation Grant (PPG) from the World Bank which will be applied initially to the conduct of a pre-feasibility and feasibility study seeking to identify and establish the feasibility of priority flood mitigation investments in the geographical regions of Castries and Anse La Raye. The Ministry of Finance Economic Development and Planning and specifically the Department of Economic Development and the Youth Economy (DoED & YE) in collaboration with partner agencies like the Ministry of Infrastructure, National Integrated Planning and Programme (NIPP), and the Water Resource Management Agency is spearheading the conduct of the Flood Mitigation Study and the eventual preparation of a project to be submitted to the World Bank for financing consideration based on the outcome of the Study.

The Saint Lucia Urban Resilient Flood Investment Project (SURF-IN) is a new World Bank-financed initiative aiming to enhance resilience to flood risk in the urban areas of Castries and Anse La Raye. The project will focus on upgrading infrastructure, strengthening flood control systems, and incorporating nature-based solutions to mitigate the impacts of climate change and extreme weather events. It will also support improved planning, community engagement, and disaster risk management, particularly benefiting vulnerable populations.

A Project Implementation Unit (PIU) is established in the DoED of the MoFED to oversee the preparation and implementation of the SURF-IN project. The PIU staff complement will include a Finance Officer who will provide general finance and administrative support to ensure that the financial management functions of the Unit are carried out efficiently and effectively.

The responsibilities of the **Finance Officer** include but are not limited to the following:

- a. Update the accounting system for the project, utilizing standard accounting procedures and ensuring that it is consistent with the procurement plan so as to ensure full documentation and recording of sources and uses of funds;

- b. Review payables and ensure prompt settlement of payables to suppliers and contractors;
- c. Prepare payment vouchers for the project and ensure funds are available before payment instruments are prepared; including preparing cheques, telegraphic transfers for overseas payments and transfer of funds from the Designated Accounts to the Project Accounts to facilitate local payments;
- d. Facilitate the delivery and collection of payments and other documents from government agencies including the Treasury department;
- e. Prepare monthly reimbursements to the Accountant General for payments of project expenditures made through the government payment system;
- f. Maintain the fixed assets register in the required format ensuring tagging of assets and fixed assets count minimum annually;
- g. Maintain the filing system for the Financial Management system including Payment Vouchers, Bank Reconciliation Statements, Statement of Expenditure, SmartStream Reconciliations, Withdrawal Applications and other related documents;
- h. Work in collaboration with the Procurement and Administrative staff of the PIU to ensure that payment vouchers are properly filed in procurement files;
- i. Participate in Audit meetings;
- j. Monitor outstanding invoices for all contracts;
- k. Reconcile statements from suppliers for the projects;
- l. Meet/follow up periodically with the Accountants of the Implementing Agencies to ensure reconciliation of Project Accounts with Government Accounts.
- m. Undertake other specific tasks within the competence of the incumbent as may be required under the Project.

The selected Consultant will be engaged on a full-time basis for two (2) years with a six months' probation period in the first instance with the possibility of an extension based on satisfactory performance.

The detailed Terms of Reference (TOR) for the assignment can be requested from the following email address: [vernecia.badal@govt.lc](mailto:vernecia.badal@govt.lc)

The Department of Economic Development now invites eligible individual consultants ("Consultants") to indicate their interest in providing the services. Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services; (Curriculum Vitae with supporting certified copies of qualifications, **description of similar assignments**, etc).

Interested Consultants should have the following requisite minimum qualifications and professional experiences listed below for undertaking the assignment.

**QUALIFICATIONS AND EXPERIENCE REQUIREMENTS FOR SELECTION OF AN INDIVIDUAL CONSULTANT ARE:**

**Mandatory**

1. Certified Accounting Technician (CAT) or Level 1 ACCA/Undergraduate Degree in Accounting, Finance, Business Administration, or related field with 2 years of pertinent work experience.
2. Knowledge of the GOSL Public Finance Act and Finance Regulations.
3. Proficiency in conventional Computer Software necessary to carry out the finance functions, including applications such as QuickBooks, Microsoft Office and others.
4. Understanding of Financial Reporting guidelines of the World Bank, Financial Management and Accounting principles.
5. Demonstrate basic Planning and Forecasting skills.
6. Oral and Written communication skills - Able to communicate orally and in writing in a collaborative and professional manner. Possesses ability to write clear, and accurate reports.

The attention of interested Consultants is drawn to paragraph 3.16 of the World Bank's *Procurement Regulations for IPF Borrowers (Procurement Regulations) sixth edition, September 2025*, setting forth the World Bank's policy on conflict of interest. The consultant will be selected through the "Individual Consultant Selection method" in accordance with the [World Bank Procurement Regulations for IPF Borrowers](#) (Procurement Regulations), March 2025. **The selected candidate may be interviewed.**

Further information can be obtained at the address below during office hours 8:00 a.m. - 4:00 p.m. (0800 to 1600 hours).

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **July 14, 2025 at 9:30 a.m.**

Permanent Secretary  
Department of Economic Development  
Attn: Interim Project Coordinator, Saint Lucia Urban Resilient Flood Investment Project [Surf-In Project]  
1<sup>st</sup> Floor, Finance Administrative Centre  
Trou Garnier, Pointe Seraphine  
Castries  
E-mail: [surf.in.project@gmail.com](mailto:surf.in.project@gmail.com)  
**Subject Line: SLU-SURFIN-FA-06-25**