



REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

Contract title:

CONSULTANCY TO PROVIDE TECHNICAL AND COORDINATION EXPERTISE TO THE ADVANCED IMPLEMENTATION OF THE ROADMAP FOR THE CARICOM SINGLE ICT SPACE PROJECT

The CARICOM Secretariat is seeking to contract a consultant to contribute to the development of the CARICOM digital economy by providing technical guidance and support on ICT development projects under the 11th EDF program, and facilitating communication and collaboration between internal and external stakeholders in the CARICOM Secretariat, Member States and the wider Community.

The consultant is required to undertake the specific tasks listed below:

1. Provide day-to-day technical support and project management guidance for the implementation of the CARICOM Single ICT Space project activities under the 11th EDF;
2. Participate in briefing meetings with CARICOM Secretariat to discuss the scope of the work to be undertaken, the approach, and any other pertinent issues upon the commencement of the consultancy;
3. Review of background and other relevant documents and completed deliverable under the 11th EDF project and on the legal, regulatory, social, economic, technical, and sustainable development issues in support of the Single ICT space and building a digital economy, including relevant national and regional strategies;
4. Preparation and submission of papers, reports and other documentation that provide technical guidance on the project or provide additional detail for various stakeholders (e.g. blogs, articles for online dissemination) ;
5. Monitor project implementation to ensure they are in keeping with European Union (EU) and CARICOM Secretariat guidelines and contractual arrangements and in this regard, work closely with the Project Coordinating Unit (PCU) for the 11th EDF programme in the Secretariat;
6. Provide timely advice on implementation challenges to facilitate speedy resolution;
7. Consult with the relevant collaborating/implementing programmes and agencies involved in the wider 11th EDF Programme,
8. Provide technical input for the development of key interventions and training workshops; and
9. Contribute to the development and implementation of relevant policies and procedures of the ICT4D Programme;.

Interested candidates may express interest by submitting an updated **Curriculum Vitae (CV)** no later than 15:00 hours (Guyana time) on ***Tuesday, 22 October 2024*** to the following e-mail: selwin.grenion@caricom.org and procurement@caricom.org