



REQUEST FOR EXPRESSIONS OF INTEREST

(INDIVIDUAL CONSULTANT)

Project Assistant to Digital Leadership Team

SINT MAARTEN DIGITAL GOVERNMENT TRANSFORMATION PROJECT (DGTP)

Assignment Title: Project Assistance to Digital Leadership Team

Credit/Loan n.: TF-0A9223

Reference No.: SX-NRPB-434715-CS-INDV

The Government of Sint Maarten has received financing from the World Bank toward the cost of the Digital Government Transformation Project (DGTP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the hiring of a **full-time Project Assistant to the Digital Leadership Team (DLT) for a period of 12 months**.

The Consultant will be responsible for the following:

- Under the leadership of the DLT Project Manager, proactively provide administrative support to the project’s day-to-day activities, including coordination with technical experts that are contracted through the project.
- Work closely with the NRPB to prepare and distribute the Project's Annual Work Plan and Progress Reports.
- Ensure close collaboration between the DLT, NRPB, and the World Bank for all project activities.
- Arrange project meetings, record notes during all meetings, distribute and follow-up on agreed next steps.
- Follow up on project correspondence and communication sent out by the DLT Project Manager or other DLT members.
- Collect, register, and maintain information on project activities in an organized manner on DGTP’s SharePoint site.

- Assist the Management Firm in organizing meetings with stakeholders and following up on requested documents as needed.
- Follow up on meeting requests to confirm participants' attendance at meetings and awareness of the meeting agenda.
- Assist in logistical organization of meetings, trainings, World Bank Missions and workshops including booking of rooms, setting up of projectors and ICT equipment, recording attendees, distribution of meeting material, etc.
- Support the project team to collect data through surveys, questionnaires, etc.
- Assist in the implementation of the project's communications plan by liaising with key government stakeholders, notably the Department of Communications.
- Prepare presentations and reports.
- Assist in the organization of stakeholder events.
- Maintain calendars and appointments for Project events
- Other tasks as assigned by the DLT Project Manager or NRPB Program Manager.

The Consultant shall ensure that all activities are implemented in accordance with the quality standards, time and budget elaborated in the contract document.

The National Recovery Program Bureau (NRPB) now invites eligible consultants ("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, namely:

- A post-high school qualification (diploma or equivalent) and at least three years of administrative support experience.
- Excellent computer skills; in particular, competence in core MS Office Suite applications.
- Excellent command of both written and spoken English
- Experience in arranging meetings and workshops and coordinating the work of event planners and service providers.
- Basic knowledge of the Dutch language will be an asset.

Preferred Experience

- Experience in Sint Maarten or Caribbean Region in similar work would be an added advantage.
- Knowledge of Sint Maarten Government is an advantage.
- Experience in project management.



- Experience in the public sector and working with donor-funded projects.
- Knowledge of World Bank regulations.
- Experience in stakeholder consultation.

Applicants are free to choose a format for their Expression of Interest. At this stage, Consultants are expected to provide:

1. CVs including relevant information about qualifications and expertise, strategic competencies or achievements;
2. Relevant references from previous similar projects/clients.

NRPB reserves the right to invite any or all interested candidates to an interview.

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" November 2020 edition ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants as set forth in the Procurement Regulations.

Interested Consultants may download the Terms of Reference by registering at the following address:

<https://forms.office.com/Pages/ResponsePage.aspx?id=NiEIEbnYxUKO4LrO0sKj-yh7LIb-pypCvDnjKUoIbTtUOTBBQTE4VDdSV0RaTjVLVksyTUVKTjVZMS4u>

Further information can be obtained at the address below during office hours 8:30 AM - 5:00 PM Monday to Friday.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 5:00 PM (AST) **Friday September 27th, 2024**.

Procurement Office, National Recovery Program Bureau

Attn: Mr. Santiago IBARGUEN

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