

**THE UNIVERSITY OF THE WEST INDIES SEISMIC RESEARCH CENTRE**

**VOLCANO READY COMMUNITIES IN ST. VINCENT AND THE GRENADINES PROJECT**

**CONSULTANCY SERVICES FOR  
ADMINISTRATIVE AND DATA MANAGEMENT OFFICER**

**REQUEST FOR EXPRESSIONS OF INTEREST**

The University of the West Indies (UWI) Seismic Research Centre (SRC) has received financing from the Community Disaster Risk Reduction Fund (CDRRF) which is managed by the Caribbean Development Bank (CDB) towards the cost of implementing the Volcano Ready Communities in St. Vincent and the Grenadines Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of The UWI SRC and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than The UWI SRC shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The UWI SRC, the Executing Agency, now wishes to procure consultancy services for an Administrative and Data Management Officer. The objective of the consultancy is to support the administrative and data management aspects of the Project's operations and collecting, managing, analysing, and reporting data specific to the agreed upon project indicators, in compliance with CDB's policies and guidelines. The duration of the assignment is expected to be for a period of 24 months.

The UWI Seismic Research Centre now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.

The attention of interested Consultants is drawn to paragraph 1.9 of CDB's Guidelines for the Selection and Engagement of Consultants (2011), setting forth CDB's policy on conflict of interest. In the assessment of submissions, consideration will be given to qualifications and

experience on similar assignments. Experience working in a community project setting will be advantageous and general knowledge of gender issues and gender analysis will be an asset. All information must be submitted in English. Further information may be obtained from the first address below between 0900 and 1700 hours Trinidad and Tobago time Monday to Friday.

Electronic copies of the Expressions of Interest must be emailed to the first address below, and copied to CDB at the second address below, no later than 1200 hours on Monday December 18, 2017. The email submission must include the name and address of the applicant and the subject line shall be clearly marked **“Expression of Interest – Consultancy Services for ADMO for Volcano Ready Communities in St. Vincent and the Grenadines.”**

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

**1. The UWI Seismic Research Centre**  
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**2. Procurement Officer**  
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