

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES - INDIVIDUAL SELECTION)**

COUNTRY - Commonwealth of Dominica

NAME OF PROJECT - Digital Transformation Project

Assignment Title: Financial Management Officer for PIU Digital Transformation Project

The Government of Dominica is preparing to implement a US\$ 28 Million digital transformation project, financed by the World Bank Group. The Caribbean Digital Transformation Project (called “project” going forth) comprises four components that address key bottlenecks and harness opportunities to develop the Eastern Caribbean Digital Economy as a driver of growth, job creation and improved service delivery.

It aims to ensure that every individual and business in Dominica is empowered with the access to broadband, digital financial services, and skills needed to actively participate in an increasingly digital marketplace and society. It leverages public sector modernization and digitization to improve service delivery and to drive creation of a digital culture across the Dominica.

To support the improved management of digital risks, the project will bolster cybersecurity policy, capacity, and planning tools in the region. It will facilitate technology adoption to improve productivity of flagship industries and create demand for digitally enabled jobs. It aims to foster regional integration and cooperation to capture the economies of scale and scope required to increase impact and value for money of the project interventions and to create a more competitive, seamless regional digital market to attract investment and provide room for growth of digital firms. A brief description of the project components is as follows.

Component 1: Digital Enabling Environment

This component will support the development of a positive enabling environment for Dominica’s digital economy that drives competition, investment and innovation while promoting trust and security of online transactions. It will focus on legal, regulatory and institutional reforms to support modernization of the telecommunications and digital financial services sectors while mitigating growing risks of a digital economy including cybersecurity and data protection and privacy.

Component 2: Digital Government Infrastructure, Platforms and Services

This component will support public sector modernization, resilience and delivery of digital public services to individuals and businesses. It will aim to ensure that Dominica has put in place the core infrastructure, platforms, institutions and human capacity needed to efficiently and effectively manage internal government operations, and to build on these core enablers to make public services widely accessible online from anywhere within the country, region or across the globe. It will also prepare Dominica's governments for deeper interconnectivity and interoperability of data and information systems across borders to smooth administration of regional trade, immigration and other services. Finally, it will aim to ensure continuity of government operations and services, enable real-time data driven decision making and ability to rapidly target and deliver payments and social services to citizens and businesses in the event of natural disasters.

Component 3: Digital Skills and Technology Adoption

This component aims to better equip individuals and businesses in Dominica for the jobs and economy of the future and to spur innovation and productivity growth. It aims to create a pool of advanced digital talent to better position Dominica to attract investment by digital firms. It takes a comprehensive supply and demand side approach, supporting greater technology adoption and utilization of digitally enabled business models to drive demand for newly skilled employees and well as making connections with global employment opportunities through online working platforms.

The Digital Transformation Project PIU will be staffed with a Financial Management Officer who will report directly to the PIU Manager. The period of engagement will be twenty-four (24) months in the first instance and renewal of contract subject to performance and the availability of funds. The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest. (See Annex A)

The Government of the Commonwealth of Dominica now invites eligible individuals to indicate their interest in providing the Services. Interested individuals should provide information demonstrating that they have the minimum required qualifications and relevant experience to perform the Services.

Qualifications and Experience

- A Certified Accountant; or a professional accountancy qualification; or Master's degree in Finance and/or Accounting;
- Preferably, at least 3 years' experience of budgeting, accounting and reporting in projects under procedures of World Bank and/or other donor organizations;

- Knowledge and experience in performing SmartStream or equivalent software accounting;
- Complete, practice-based experience in double-entry bookkeeping;
- Knowledge and experience in using various payment instruments such as Special Commitments, Withdrawal Applications, etc.;
- Experience in using World Bank's Client connection is highly desirable.

Skills and Specialized Techniques

- High proficiency in MS Office (Word, Excel, PowerPoint, MS Project etc.) and excellent web navigation skills;
- High professional and personal integrity;
- Ability to submit the financial information in a clear, concise manner and in formats suitable for non-specialists
- Hands-on experience of setting up and running the project financial management and accounting information system in accordance with the best international practices and local legislation requirements;
- Excellent communication and interpersonal skills;
- Ability to collaborate effectively with diverse stakeholders;
- Ability to work both independently and collaboratively in a team;
- Experience in training of local counterparts and subcontractors staff in disbursement procedures and in accounting theory and practice.

Language Requirement: Proficiency in English

The attention of interested Individuals is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 revised November 2017 and August 2018 setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment (*i.e. 3.17 of the Procurement Regulation*).

A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations.

Further information can be obtained at the Ministry of Public Works and the Digital Economy, 1st Floor Government Headquarters, Kennedy Avenue, Roseau, Dominica at Tel: (767) 266-3524 during office hours 8:00 a.m. to 5:00 p.m. on Mondays and 8:00 a.m. to 4:00 p.m. on Tuesdays to Fridays.

Expressions of interest must be delivered in a written form (in person, or by mail, or by e-mail) by **4:00p.m. on Friday, August 28, 2020** to:

Mr. Roland Royer
Permanent Secretary
Ministry of Public Works and the Digital Economy
1st Floor, Government Headquarters
Kennedy Avenue, Roseau
Commonwealth of Dominica
Email: pspublicworks@dominica.gov.dm

ANNEX A

TERMS OF REFERENCE

FINANCIAL MANAGEMENT OFFICER

The Financial Management (FM) Officer will be responsible for overseeing financial management system and ensures that day to day financial management functions are carried out in effectively to facilitate effective project management.

KEY RESPONSIBILITIES

The Financial Management Officer will perform the following tasks:

- Maintaining the project records and accounts according to generally accepted accounting principles and practices and local legislation; ensuring that all project accounts are maintained in accordance with the World Bank relevant regulations and guidelines;
- Establishing and operating adequate and reliable financial management system for the project, including financial planning and accounting system/software. Developing, maintaining and updating written procedures (Financial Procedures Handbook) for operation of the project accounting system;
- Maintaining procedures for collecting, checking and preparing documentation required for verifying Suppliers'/Contractors'/Consultants' invoices/payment certificates. Recording payment documentation and payments to Suppliers/Contractors/Consultants. Planning and processing payments by verifying the invoice against contract terms and conditions; ensuring that all payments are made on a timely basis and according to contract terms and conditions as well as the WB relevant guidelines, regulations, legal agreements and other applicable documents;
- Maintaining cost control for the project in order to prevent payments against ineligible expenditures as well as overpayments under contracts, conducting regular reconciliations of the project bank account balances to the project accounts, as well as to the World Bank Client Connection system.
- Ensuring the safety, accuracy and validity of bank guarantee letters, insurance certificates (or other warranty securities), verifying together with the procurement Officer and project managers/authorized representatives for the client, the accuracy, reliability and acceptability of the bank guarantee letters, insurance certificates (or other warranty securities), reconciling with the respective terms and conditions in contracts, and ensuring that those documents are kept in a safe

place. Registering the recording of the bank guarantee letters, insurance certificates (or other warranty securities) in a register and keeping track of the validity date in order to take appropriate action, if needed, before the validity date expiration.

- Preparing, and securing approval of the project's budgets based on the operating plans of the projects' subcomponents; implementing financial planning in cooperation with the procurement Officer and other relevant project staff;
- Periodically evaluating the financial reporting and internal control arrangements for the projects' subcomponents and preparing proposals for improvements;
- Keeping up-to-date and accurate project accounts on SmartStream; performing a monthly review of the projects' general ledgers with a view to identifying and clarifying any errors and anomalies, and with particular reference to receivables and payables which have been overdue for more than one month; maintaining fixed asset register for the equipment brought from the project funds;
- Scrutinizing periodic financial reports submitted by project components and subcomponents and agencies or institutions implementing or managing such components and subcomponents to ensure that they follow established procedures, and to take corrective action where necessary;
- Monitoring the status of budget utilization by project component and category of expenditure and reporting to the PIU Project Coordinator on any significant variances, together with recommendations for appropriate action;
- Periodic visiting to project locations to check the operation of the system of internal control and verify reports submitted against original documents;
- Ensuring the timely preparation of financial reports from SmartStream; and other progress and monitoring reports to the government and to donors and providing the projects' internal and external auditors with all information, documentation and explanations required for the purposes of audit; ensuring that the project accounting system is reliable for preparation of the project's quarterly Interim Un-audited Financial Reports (IFRs).
- Preparing and submitting to the World Bank regular IFRs in time and manner indicated in the legal agreements;
- Preparing the project annual financial statements to be audited and coordinating the audit arrangements of the project and cooperating with the auditors; ensuring that all project accounts are maintained in accordance with the World Bank regulations for auditing by independent auditors acceptable to the World Bank and on the terms of reference acceptable to the World Bank;
- Managing the disbursement of the Project's funds, supervising the operation of the projects' Designated Account(s) and project accounts in accordance with World Bank procedures and local legislation requirements; preparing disbursement applications according to the World Bank and government

procedures; establishing and managing the project's Designated Accounts; preparing requests for Special Commitments, opening Letters of Credit, preparing payment orders and making payments from the Designated Accounts; preparing all necessary documentation (WAs, SOEs, Summary Sheets, etc.) for submission to the World Bank to request for replenishment/recovery of the Designated Account(s) on timely basis;

- Timely preparation of letter of advice (on disbursement of funds/ payments made from the project accounts), statements on acceptance of the delivered goods under the project at the balance sheet, other necessary documents to the accounting department;
- Responsible and competent management of the workflow. Independently drafting official letters, memos, reports, and other materials as needed;
- Cooperating with the World Bank missions in conducting regular financial management supervisions of the project and properly addressing the observations and recommendations provided;
- Liaising with the taxation, customs and social security agencies and other budgetary agencies in issues relating to Project implementation; estimating and making timely tax payments to the state budget;
- Performing project administrative duties as required to ensure that all contract files and procurement activities are complete and accurately reflect the financial status of each contract; performing filing and archiving of the accounting and financial documentation;
- Willingness to carry out the increased workload (in case of possible irregular working days, possible work on holidays and weekends);
- Performing other duties related to Financial Management arrangements of the project as may be required by the PIU Manager. Carrying out all other administrative duties as required ensuring the timely implementation of project financial management requirements

DURATION OF SERVICES - The estimated period of the services will be two (2) years. The contract extension will depend on performance and funds availability.

REPORTING ARRANGEMENTS - The Financial Management Officer will report directly to the Project Manager Digital Transformation Project PIU.