

THE GOVERNMENT OF THE COMMONWEALTH OF DOMINICA
DOMINICA WATER & SEWERAGE COMPANY LIMITED (DOWASCO)
DOMINICA WATER SECTOR STRATEGIC DEVELOPMENT PROJECT

INDIVIDUAL CONSULTANT SELECTION FOR
COMMUNITY LIAISON OFFICER

REQUEST FOR EXPRESSIONS OF INTEREST

ICS No.: DOMWSSP-SER/PMU-73608-C-14 - REISSUANCE

PROCUREMENT NOTICE No.: DMWSSP/PMU/CLO/3

OVERVIEW

The **Government of Commonwealth of Dominica (GOCD)** has received financing from the Caribbean Development Bank (CDB) – United Kingdom Caribbean Infrastructure Partnership Fund (UKCIF) towards the cost of the Water Sector Strategic Development Works Project and intends to apply a portion of the proceeds to eligible payments under a contract for which this invitation is issued. Payment by CDB will be made only at the request of **GOCD** 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 a withdrawal from the Financing Account for the purpose of any payment to persons or entities, or for any importation 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 **GOCD** shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Finance.

The Dominica Water and Sewerage Company (DOWASCO), the Executing Agency for the Project, is responsible for the overall implementation of the project. A Project Management Unit (PMU) has been established to coordinate the various activities within the Project. DOWASCO now wishes to procure consultancy services for a **Community Liaison Officer (CLO)**.

Under the overall guidance of the Project Coordinator (PC) the CLO will promote constructive partnerships and communication between DOWASCO and the communities on issues relating to project implementation and will be responsible for implementing community engagement activities as set out in the Stakeholder Engagement Plan (SEP). The duration of the assignment is expected to be for a period of *18* months.

DOWASCO now invites interested eligible individual consultants to submit Expressions of Interest indicating their qualifications and experience which are required to provide these consultancy services. Submissions must include a detailed curriculum vitae.

ELIGIBILITY

Consultants shall be eligible to participate if:

- 1) The persons are citizens or bona fide residents of an eligible country; and
- 2) In all cases, the consultant has no arrangement and undertake 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 country members of CDB.

Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the Procurement Procedures for Projects Financed by CDB (January 2021), as published on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. The CLO is required to possess the following minimum qualifications and experience:

- 1) A Master's Degree in Sociology, Rural/Community Development, Anthropology, International Development, or other related discipline.
- 2) A minimum of seven (7) years' relevant practical experience encompassing stakeholder engagement practice, community development, and/or social research using participatory methodologies.
- 3) Fluency in English is required.
- 4) Proficient computer skills and good written and oral communication skills are required.
- 5) Administrative and management competence would be an asset.

All information must be submitted in **English**. Interested eligible applicants may obtain further information from the Project Management Unit of DOWASCO at the e-mail address wssdp.procurement.dowasco@gmail.com and copied to o.mosos@dowasco.dm. The Terms of Reference (TOR) may be obtained by interested applicants through the following means:

- Requesting an electronic copy via the e-mail addresses as stated above. The subject of the email must be "***Request for Terms of Reference for Community Liaison Officer for WATER SECTOR STRATEGIC DEVELOPMENT PROJECT FOR DOMINICA***" and the email must contain the name, address and contact information of the person requesting the TOR.

Download from the Specific Procurement Notice on CDB's website

Applications must be in **English** and must be submitted by 1500 hours, local time on *Thursday, October 24th, 2024*.

THE APPLICATION SHALL BE SUBMITTED ELECTRONICALLY ONLY IN ACCORDANCE WITH THE SUBMISSION INSTRUCTION BELOW:

By electronic submission to the email address: wssdp.procurement.dowasco@gmail.com and copied to procurement@caribank.org. The "Subject" field of the email message must read: "*Application for Community Liaison Officer - Water Sector Strategic Development Project for Dominica*". On receipt of the Applications, a confirmation e-mail will be sent by the Project Coordinator via wssdp.procurement.dowasco@gmail.com email address acknowledging the files received. The burden of proving receipt of the e-mail will be on the applicant and will not be met solely by a read receipt or sent items report generated by the bidder's computer.

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. **GOCD** 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.

<p>Project Coordinator Project Management Unit DOWASCO Stores Compound, Rawles Lane, Goodwill Roseau</p> <p>Tel: (767) 440-9346/ (767) 275 6236 Email: wssdp.procurement.dowasco@gmail.com and o.mosos@dowasco.dm</p> <p>Dominica Water and Sewerage Co. Ltd P.O. Box 185, Roseau (Postal) No. 3 High Street, Roseau (Physical) Reception COMMONWEALTH OF DOMINICA</p>	<p>Caribbean Development Bank P.O. Box 408 Wildey, St. Michael Barbados, W. I. BB11000</p> <p>Tel: (+1246) 539-1600 procurement@caribank.org</p>
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