

**CONTRACT AWARD NOTICE**  
**Caribbean Digital Transformation Project (CARDTP)**  
**Bourbon Street, Castries, St. Lucia**  
**Consulting Services-Short Term Finance Officer**  
**LC-DPS-449396-CS-INDV**  
**Individual Consultant**

*a) Names of each Consultant who submitted an Expression of Interest (EOI)*

<b>No.</b>	<b>Name of each Consultant who submitted an EOI</b>
1	Adewunmi Adekoya
2	Clyelle Flavius
3	Elisha Victor
4	Jameson Alphonse
5	Kajal Chakaborty
6	Lagnan Chen
7	Regina Edward
8	Sandra Ferreira
9	Sara Noel

*b) Names of Consultants whose EOI were either rejected as non-responsive or not meeting the qualification criteria or non-evaluation:*

<b>No.</b>	<b>Name of Consultant</b>	<b>Reason for Rejection</b>
1	Clyelle Flavius	Non-Responsive
2	Sara Noel	Non-Responsive

*c) Name of the successful Consultant, and final total contract price, as well as the duration and summary scope of the contract.*

**Name:** Mrs. Regina Edward

**Final Contract Price:** XCD 43,360.59

**Duration:** Four (4) months

**Scope of Contract:** The Finance Officer will be responsible for maintaining financial records, providing timely financial information to the Project Coordinator and to ensure compliance with GoSL Financial Rules and the Bank's Fiduciary requirements as referred to in the Project Agreement.

## **Duties of Assignments/Deliverable**

The Finance Officer shall be responsible for:

### **Specific Tasks and Responsibilities**

#### *Budgeting and Planning*

- Support the Project Team in preparing annual work plan for the project
- Prepare project's annual cash flow on the basis of the work plan and related procurement plan
- In accordance with the GoSL budgeting rules and regulations, prepare annual budget estimates and revise estimates based on work plan/cash plan. Submit the estimates to Department of Finance for inclusion in the annual budget of the relevant year. Follow-up and periodically report on the release of funds for the approved budget.
- Verify and ensure the availability of funds before checks are written.
- Prepare monthly monitoring reports comparing actual expenditure against budget for submission to Project Coordinator for necessary action for weak performing areas.
- Prepare timely annual and quarterly disbursement forecasts for all components of the project in line with the project's procurement plan.
- Assist in the updating of the Operational Manual for the project which serves as a reference guide for project implementation.
- Participate in the development of accounting policies and procedures for project implementation.

#### *Expenditure/Payment Processing*

- Update the financial management system for the project, utilizing standard accounting procedures and ensuring that the chart of accounts including revenues and expenditures posted are consistent with Project components and Procurement Plans which will ensure full documentation and recording of sources and uses of funds.
- Ensure compliance with the internal control framework (Operations Manual and the Bank's Fiduciary guidelines etc.) and GoSL's rules and procedures when processing payments.
- Review payables and ensure prompt settlement of payables to vendors (suppliers and contractors).
- Apply pre-audit checks on all payments before payment from designated accounts including budget availability, sanction of competent authority and compliance with applicable financial rules and regulations.
- Prepare payment vouchers in support of payments being processed.
- Ensure that only eligible payments are forwarded for the Project Coordinator's approval and drawing funds from the designated account.
- Ensure the completeness of all payments prior to filing and the inputting of all transactions into the financial management system.
- Prepare monthly reimbursement using the Accountant General records for payment of salaries and other project expenditures paid from the consolidated fund (GoSL funds) via SmartStream by the 28<sup>th</sup> of each month.
- Maintain an approved filing system for Financial Management documents, records and transactions including but not limited to Bank Reconciliation Statements, Statements of Expenditure, Reconciliations of project accounts against SmartStream, Sale of Tender Documents, Withdrawal Applications, Payment Vouchers and Payroll.

- Write receipts for Sale of Tender Documents and prepare records for review and certification for depositing cash received.
- Ensure that all cash received is secured and deposited with 24 hours.

#### *Monitoring*

- Prepare monthly Statements of Expenditure and Revenues for preparation of journals and posting of expenditures in SmartStream by the 15<sup>th</sup> of each month
- Monitor the posting of journals and statement of expenditures to determine the accuracy of expenditures and revenues on SmartStream on a quarterly basis
- Reconcile monthly expenditure and revenue reports of Project Accounts against the records maintained on the SmartStream by the 25<sup>th</sup> of each month.
- Reconcile statements of outstanding invoices received from suppliers.
- Prepare Bank Reconciliation Statements by the 7<sup>th</sup> working day of each month.
- Reconcile project payroll records against the records maintained on SmartStream.
- Maintain payroll registers for the project assigned.
- Participate in and present at Project Team Meetings, World Bank Missions and meetings with agencies.
- Participate in quarterly budget and Audit meetings
- Meet quarterly with Department of Public Service Accountant to ensure that actions are taking following the reconciliation of Project Accounts against the Project Accounts on SmartStream.
- Make presentations on the financial status of Projects to the Budget Office, the World Bank, Project Team and Department of Public Service.

#### *Financial Reporting*

- Prepare Interim (unaudited) Financial Reports quarterly for assigned projects by the 30<sup>th</sup> day following the end of the quarter.
- Prepare Summary Sheets for reimbursement from World Bank / GOSL.
- Preparation of Annual Financial Statements for assigned project by the 30<sup>th</sup> day following the end of the financial year.
- Prepare quarterly reports on performance of work assigned.

Any other specific tasks within the competence of the incumbent as may be required under the Project.