

**REQUEST FOR EXPRESSIONS OF INTEREST**

**(INDIVIDUAL CONSULTING SERVICES)**

**Country:** Guyana

**NAME OF PROJECT:** Caribbean Efficient and Green-Energy Buildings Project

**Assignment Title:** Finance Specialist

**Reference No**. : GY-GEA-471359-CS-INDV

The *Government of Guyana* has applied for financing from the World Bank towards the costs of the Caribbean Efficient and Green-Energy Buildings Project (CEGEB Project) and intends to apply part of the proceeds to payments for consulting services under the project. *The project is* subjected to *retroactive financing*.

The consulting services (“the Services”) will be responsible for leading and executing the financial function for all Components of the Program according to the Financial Policies of the World Bank and the GEA.

The implementation period will be for one (1) year renewable on an annual basis for up to 6 years, based on satisfactory performance, each year.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website:<https://gea.gov.gy/category/tenders-notices/>.

The *Guyana Energy Agency* now invites eligible **individuals** (“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 (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). The criteria for selecting the Consultant are:

1. **Qualification** - A Bachelor’s Degree in Accounting/Finance or Business Management or Association of Chartered Certified Accountants (ACCA) Level II or any other related field ( 40 points)
2. **Specific Experience** related to the assignment- Competency in financial management, financial analysis, working with accounting software (SAGE or QuickBooks), develop, implement and maintain systems of internal control and reporting. (40 points)
3. **General Experience** – Minimum of 5 Years’ experience working in Accounting/Finance (20 points)

The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers, **Fifth Edition, September 2023** (“the Regulations”), setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below between 08:00 and 16:30 hours Monday to Friday.

**Chief Executive Officer**

**Guyana Energy Agency**

**295, Quamina Street, South Cummingsburg**

**Georgetown**

**Cooperative Republic of Guyana**

**E-mail : gea@gea.gov.gy**

Expressions of Interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) on or before 09:00hrs on **March 17, 2025** clearly marked:

Expression of Interest

**Finance Specialist-** **GY-GEA-471359-CS-INDV**

Guyana Energy Agency

295 Quamina Street, South Cummingsburg

Georgetown, Guyana

Tel: 592-226-0394 ext 241

**TEMPLATE FOR CURRICULUM VITAE (CV)**

|  |  |
| --- | --- |
| **Name of Expert:** | {Insert full name} |
| **Date of Birth:** | {day/month/year} |
| **Country of Citizenship/Residence** | Insert Country |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position. Contact information for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, advisor/consultant to…  For references: Tel…………/e-mail……; Mr. Hbbbbb, deputy minister] |  |  |
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**Membership in Professional Associations and Publications:**

Insert Details

**Language Skills (indicate only languages in which you can work):**

Insert Details

**Adequacy for the Assignment:**

|  |
| --- |
| **Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks** |
|  |

**Expert’s contact information:** (e-mail Insert Email phone Insert Phone)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert Signature Date

**TERMS OF REFERENCE (TOR)**

**Caribbean Efficient and Green-Energy Buildings Project**

**FINANCE SPECIALIST**

**BACKGROUND AND JUSTIFICATION**

1. Guyana has an important opportunity to convert its abundance of natural resources into sustainable energy. During the past decade, the energy sector has been strategic, and the country has invested in infrastructure and studies that have contributed to its development. The current Low Carbon Development Strategy 2030 (LCDS) sets forth four (4) pillars towards a new low carbon economy: (i) creating new incentives through ecosystem services for a low carbon economy; (ii) protecting against climate change and biodiversity loss; (iii) stimulating future growth through clean energy and low carbon development; and (iv) aligning with global climate and biodiversity goals. Pillar 3 focuses on growth based on clean, renewable energy.
2. Guyana is now implementing a strategy of decoupling economic growth from using fossil fuels for electricity by developing low-carbon energy resources (solar, hydropower, wind, biomass, and natural gas) to meet rapidly rising demand and keep greenhouse gas emissions low. This is being done through a combination of: (i) investment in transformational energy infrastructure across the generation and transmission systems; (ii) fiscal incentives and government policies to support the use of renewable energy at the level of households and businesses; (iii) investments to improve energy efficiency.
3. The Caribbean Efficient and Green Energy Buildings Program is a regional Series of Projects (SoP) designed to address common challenges in the energy sector that countries in the region face. This SoP’s programmatic framework is scalable, allowing countries in the region to join at different times. The proposed first project in the series: The Caribbean Efficient and Green-Energy Buildings Project will support investments in EE measures and distributed solar photovoltaic (DPV) systems installed on rooftops or in public spaces for Guyana, Grenada, and St. Lucia as well as technical assistance activities within these countries and via the OECS.

The objectives of this Series of Projects and Project Development Objective (PDO) are to increase the use of Renewable Energy in public buildings and facilities and enhance regulatory framework for investments in Energy Efficiency and Renewable Energy in participating Caribbean countries. To this end, the GEA is looking for suitable candidates to offer technical support as the Financial Specialist specifically for the following Components:

* **Component 1:** Promoting investment in EE measures and distributed renewable energy (DRE) systems for public buildings. In Guyana, Component 1 activities will include EE retrofits and distributed renewable energy (DRE) systems in public buildings, specifically:

1. Technical assistance for identification, design, construction, and operation phases.
2. Investments in passive and active EE measures (including improvements in building control systems), DPV systems, solar water heater systems, battery storage and safe disposal of used equipment and materials.
3. Capacity building to integrate and manage DRE, develop modern energy-management system.

* **Component 2**: Regulatory Framework Development. Technical assistance for the development of the institutional and regulatory framework to support EE and RE investments, market development, and capacity to implement the investments at regional and national levels.
* **Component 3**: Project Implementation Support, Pipeline Development, Capacity-Building and Gender Program. This component will support national and regional project implementation units (PIUs) in the management and implementation of the Project and associated activities. The regional PIU will also provide support to build investment pipelines in the region for the next project in the series, and capacity development of participating regional institutions and regional knowledge sharing events and forums.

**OBJECTIVE**

The objective of the appointment is to ensure the coordination and effective management and control of the financial resources of the Components and for instituting proper systems of financial reporting and internal controls, with particular emphasis on project funding provided by the World Bank.

**MINIMUM REQUIREMENTS**

The Finance Specialist should, at a minimum, have:

1. A Bachelor’s Degree in Accounting/Finance or Business Management or Association of Chartered Certified Accountants (ACCA) Level II or any other related field
2. At least 5 Years’ experience working in Accounting/Finance
3. Knowledge of financial management, financial analysis, and financial accounting, to develop implement and maintain systems of internal control and reporting.
4. Demonstrated competence in working with program budget, project management and project implementation.
5. Experience working with accounting software (SAGE or QuickBooks).
6. Must be task focused and results-based management oriented.
7. Strong analytic skills.
8. Competent in MS Office
9. Excellent communication and interpersonal skills
10. Experience working with Foreign funded Projects, World Bank Projects would be an asset.
11. **Expected Starting date and duration**: May 24 , 2025, to May 23, 2026, renewable on an annual basis for up to 6 years, based on satisfactory performance, each year.
12. **Place of work:** Guyana Energy Agency, 295 Quamina Street, South Cummingsburg, Georgetown, Guyana. Site visits are expected to take place throughout the country during the life of the Project.

**ACTIVITIES**

1. Under the supervision of the Project Coordinator and the Head of Finance Division, the Financial Specialist will be responsible for leading and executing the financial function for all Components of the Program according to the Financial Policies of the World Bank and the GEA. More specifically, the Financial Management activities include the following:
2. Prepare and submit accurate and timely financial reports including the Financial Statements for the Project on a monthly, quarterly and annual basis, or at any other time that may be so desired;
3. Prepare and updated cash flow projections for approval by the GEA and World Bank;
4. Document the Project’s expenditures and submit Withdrawal Applications for Advances using the World Bank Client Connection system.
5. Ensure that the statutory financial statement and management accounts are accurate, prepared on a timely basis and are in conformity with the World Bank’s requirements and GEA’s Policy and Procedures;
6. Ensure that the accounting and financial information systems provide a comprehensive, consistent, and accurate record of the project’s financial transactions;
7. Prepare the project’s annual budget in accordance with budget policies and guidelines and monitor budget against actuals;
8. Develop, implement, and monitor an effective internal control system that provides reasonable assurance of an effective and efficient operation of the Project and compliance with laws and regulations;
9. Maintain the Project’s Chart of Accounts for the SAGE Accounting Software. This includes maintaining specific items such as the additions, amendments and de-activation of account codes and amendment of project description, status, and project end date details;
10. Perform regular general ledger and bank accounts reconciliations to ensure integrity of financial information;
11. Processing of all payments for goods and services for the Project and ensuring that these are done in a timely manner;
12. Processing of all receipts and deposits of monies received for the Project and ensuring that these are accounted for in a timely manner;
13. Prepare and process all journal entries for the Project and ensuring that these are process in SAGE Accounting System in a timely manner;
14. Ensuring that all entries are made in a timely manner in the SAGE Accounting System (Accounts Payable, General Ledger, Procurement & Inventory Modules);
15. Maintenance of a Petty Cash Float for the Project’s Petty Cash Expenses;
16. Processing of staff advances and ensuring timely clearance of same accompanied by adequate supporting documentations;
17. Ensure that all assets procured and properly marked and correctly categorised and recorded in the fixed asset register;
18. Maintain adequate filing systems for all payments, financial reports, advance requests, justification of expenses and correspondences for the project;
19. Assist with the preparation of contractual reports to the World Bank and Reports to the GEA and other Stakeholder Agencies
20. Submit the Project’s annual financial statements to the external auditors and facilitate the annual audits, including to address all/any queries by Auditors and ensure that approved recommendations are implemented;
21. Perform any other related duties that may be assigned by the Project Coordinator/Head of Finance

**PAYMENTS**

1. The Financial Specialist will be paid a monthly salary, at a rate to be negotiated during contracting. Salary will be commensurate with qualification and experience.

**COORDINATION**

1. The Finance Specialist will report to the Project Coordinator and shall work in close coordination with the staff of the Guyana Energy Agency.