
STATUTORY INSTRUMENTS

THE following documents are published with and form part of this Gazette:

- No. 78 of 2016 — Finance (Administration) Act - Resolution of Parliament Authorizing the Minister for finance to borrow by Means of Advances
- No. 79 of 2016 — National Savings and Development Bonds Act - Resolution of Parliament to Raise Funds by the Issue of Savings Bonds
- No. 80 of 2016 — Finance (Administration) Act - Resolution of Parliament Authorizing the Minister for Finance to borrow for Capital or Recurrent Expenditure

VACANCY NOTICES

MINISTRY OF EDUCATION, INNOVATION, GENDER RELATIONS AND SUSTAINABLE DEVELOPMENT

*Department of Education, Innovation,
and Gender Relations*

JOB DESCRIPTION

1. POSITION IDENTIFICATION

- 1.1 **Job Title:** District Education Officer
- 1.2 **Department:** District I
- 1.3 **Classification:** Grade 17
- 1.4 **Reports to:** Chief Education Officer
- 1.5 **Supervises:** Staff in the District Office and Principals of District I

2. RELATIONSHIPS AND RESPONSIBILITIES

- 2.1 Liaises with the Permanent Secretary, Deputy Permanent Secretary, Chief Education Officer, Deputy Chief Education Officers – Instruction and Planning, principals, teachers, students, representatives of denominational schools, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
- 2.2 Works in collaboration with the Chief Education Officer to ensure that schools are administered in a proper and efficient manner.
- 2.3 Supervises and supports schools within the District and serves as liaison between the Ministry of Education and schools.

3. DUTIES AND TASKS

- 3.1 Manages the District Education Office through monitoring and supervision of staff to ensure that the objectives of the District are met.

- 3.2 Provides general supervision of instruction at schools by visiting each school at least twice per term to ensure effective delivery of the programme of instruction.
- 3.3 Intervenes on matters which may impact negatively on instruction or the general operation of the school by providing advice and guidance to ensure effective delivery of instruction in schools.
- 3.4 Advises principals on matters of school administration and organization by maintaining appropriate dialogue and providing the relevant support needed to ensure quality in the school system.
- 3.5 Informs the Chief Education Officer of school issues and makes recommendations for action so that schools may operate more effectively.
- 3.6 Assists schools in obtaining the necessary curricula, curriculum materials and other documents essential to the planning and effective delivery of instruction.
- 3.7 Initiates, organizes and assists with the development and delivery of appropriate in-service and orientation training programmes for principals and staff to help strengthen the capacities to effectively manage instruction at schools.
- 3.8 Develops, implements and evaluates a District Improvement Plan by collaborating with relevant stakeholders to ascertain that the District has a strategic focus that will assist in achieving the Ministry of Education's goals.
- 3.9 Keeps a log of school visits, termly reports and annual progress reports on the officer's programme of activities and submits to the Chief Education Officer for sound decision making.
- 3.10 Assists principals in formulating and evaluating annual performance objectives and plans by providing guidance and making the necessary recommendations for school development and improvement.

- 3.11 Co-ordinates annual performance reviews of schools within the District through dialogue with principals and staff and submits reports to the Chief Education Officer for informed decision making.
- 3.12 Works closely with other team members to prepare annual budget for the District by incorporating the yearly activities in order to adopt a clear understanding of what the District intends to achieve.
- 3.13 Advises the Ministry on resources and other material needs of schools to ensure that all schools have the required resources that will enhance the teaching/learning process resulting in greater student achievement.
- 3.14 Harnesses support from the community for the further development of the school.
- 3.15 Performs any other related duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

4. CONDITIONS

- 4.1 Accommodation provided in a general administrative office.
- 4.2 The processes of the Unit will be carried out on the basis of team work. The officer will be expected to be an active team member who understands all the processes of the Unit.
- 4.3 The officer will be required to maintain a high level of integrity, confidentiality, honesty and trust at all times.
- 4.4 The officer will be required to maintain a motor vehicle to function in a scheduled travelling post and is expected to be in the field.
- 4.5 The officer will receive a travelling allowance in accordance with approved rates established by the Government of Saint Lucia.
- 4.6 The officer is required to attend regular Heads of Department meetings and to report on the progress of the District.
- 4.7 Salary will be paid in accordance with the terms stipulated by the Government in the Estimates of Expenditure or Collective Agreement and is liable to taxation in accordance with the Income Tax Ordinance.
- 4.8 Institutional support will be provided through appropriate Civil Service and Teaching Service Regulations, Statutory Instrument and Departmental Guidelines.
- 4.9 Opportunities exist for personal development and career advancement through general and specialized in-service and external training.

- 4.10 Housing, free medical attention and medicine will not be provided.

5. EVALUATION METHOD

Work performance will be evaluated on the basis of:

- 5.1 impact of training programmes designed and implemented;
- 5.2 effectiveness and quality of supervision and monitoring provided in the programme of instruction in schools and in the resolution of problems related to the general operation of schools;
- 5.3 effective demonstration of supervisory and management capabilities;
- 5.4 quality of assessment conducted;
- 5.5 timely completion and quality of reports generated;
- 5.6 capability to maintain appropriate linkages with both internal and external customers;
- 5.7 proven knowledge and understanding of current job related policies, procedures, instructions and the use of relevant technology;
- 5.8 compliance with Departmental, Ministry's Guidelines and Standard Operating Procedures;
- 5.9 effective implementation of duties, responsibilities and assignments as defined in the Job Description.

6. SKILLS, KNOWLEDGE AND ABILITIES

- 6.1 A progressive attitude and professional demeanour.
- 6.2 Sound decision-making skills including analytic and problem solving skills.
- 6.3 Sound leadership, managerial and supervisory skills.
- 6.4 Sound knowledge of the Standard Operating Procedures contained in the Ministry's Operations Manual.
- 6.5 Ability to develop and implement strategic plans.
- 6.6 Ability to maintain a high standard of ethics, honesty and integrity in carrying out the goals and objectives of the Unit.
- 6.7 Ability to effectively manage and supervise the budget and activities/programmes of the District Education Office.
- 6.8 Ability to motivate, counsel and mentor staff.
- 6.9 Ability to establish and maintain effective linkages with both internal and external customers.
- 6.10 Ability to effectively communicate both orally and in writing.

7. QUALIFICATIONS AND EXPERIENCE

The candidates should possess the following:

A Master's Degree in Education Administration, plus Bachelor's Degree in Educational Administration, plus five (5) years experience in administration (experience as a Secondary School Principal would be an asset);

OR

A Master's Degree in Educational Administration or related field, plus a Post Graduate Diploma, plus five (5) years experience in administration (experience as a Secondary School Principal would be an asset).

8. SALARY

Salary commensurate with qualifications and experience.

9. GENERAL

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Ordinance.

Applications must be accompanied by certified copies of all certificates and transcripts from the relevant institutions. Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.

Please note that:

1. **performance and punctuality will be used as part of the criteria for selection of persons already in the Education System; and**
2. **the successful applicant may be given an acting appointment for up to twelve (12) months;**
3. **applicants are required to indicate Administrative positions held and experience gained.**

Applications on the prescribed forms should be addressed to:

**The Secretary
Teaching Service Commission
Stanislaus James Buildings
The Waterfront
CASTRIES**

The deadline for receiving applications is on or before **Friday, September 9, 2016.**

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries

July 28, 2016

*MINISTRY OF EDUCATION, INNOVATION, GENDER
RELATIONS AND SUSTAINABLE DEVELOPMENT*

*Department of Education, Innovation,
and Gender Relations*

RE-ADVERTISEMENT

JOB DESCRIPTION

POSITION IDENTIFICATION

Job Title : Principal

Department: Soufriere Comprehensive Secondary School

Classification : Grade 16

Reports to: Education Officer with responsibility for the District

RELATIONSHIPS AND RESPONSIBILITIES

1. Liaises with the Education Officer, Chief Education Officer, Permanent Secretary, Deputy Permanent Secretary, Deputy Chief Education Officers – Instruction and Planning, teachers, students, Sir Arthur Lewis Community College, community groups and organizations, other Government Ministries and Donor Agencies.
2. Works in collaboration with the Education Officer to ensure that school is administered in a proper and efficient manner.
3. Supervises and supports teachers, students, and ancillary staff and serves as liaison between the District Education Office and school.

DUTIES AND TASKS

1. Observance of the Education Act of 1999 and Regulations governing the Teaching Service;
2. Supervision of the physical safety of the pupils;

3. Supervision of Instruction to ensure that quality instruction is maintained;
4. Application of the syllabus in conformity with the needs of the pupils of the school;
5. Allocation and supervision of the duties of members of staff;
6. Accountability for the school's performance;
7. Establishment and maintenance of discipline at the school;
8. Ensuring the proper care and use of school furniture, equipment, and supplies;
9. Development and maintenance of active relationship with parents through Parent/Teacher Association and/or Board of Management;
10. Furnishing all returns as prescribed and any time required by the Ministry of Education, Human Resource Development, and Labour;
11. Furnishing progress reports on the performance of the school at the end of every term to the Education Officer with responsibility for the District;
12. Performing other duties as may be assigned from time to time by the Chief Education Officer and the Permanent Secretary.

CONDITIONS

1. Accommodation provided in the School (Office);
2. Institutional support is provided through the Ministry of Education, Human Resource Development, and Labour;
3. Opportunities exist for personal development and career advancement through orientation, general and specialized in-service training.

EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. Level of performance and accomplishment of the school;
2. Quality of instruction as evidenced by student performance;
3. Effectiveness of staff management and extent to which team spirit and parental involvement are exhibited;
4. Extent to which student participation in school activities and student discipline are maintained;
5. Timeliness, accuracy, and quality of information provided in returns and reports;

6. Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations, and the Education Act;
7. Compliance with the Guidelines and Policies of the Ministry of Education, Human Resource Development and Labour; and
8. Effective implementation of duties, responsibilities, and assignments as defined in the job description.

SKILLS, KNOWLEDGE, AND ABILITIES

1. Knowledge of education theory and practice including modalities of instruction;
2. Clinical supervisory skills;
3. A working knowledge of and ability to interpret Education Act and Teaching Service Rules and Regulations; Ministry's Procedures, Staff Orders, Financial and Store Rules, Standard Operation Procedures contained in the Ministry's Operations Manual, Collective Agreements and other operating procedures;
4. Capacity to provide effective management and instructional leadership;
5. Ability to creatively deploy participating and team building approaches to school management;
6. Capacity to work well with persons of a range of dispositions and to establish good rapport with stakeholders;
7. Decisiveness, soundness of judgment and success in issuing directives.

QUALIFICATIONS AND EXPERIENCE

The candidates should possess the following:

A Master's Degree in Educational Administration, plus five (5) years experience in Administration (i.e. head of department, dean of discipline, year heads, etc.), plus five (5) years as a **Qualified** Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, plus a Post Graduate Diploma, plus five (5) years experience in administration (i.e. head of department, dean of discipline, year heads, etc.), plus seven (7) years experience as a **Qualified** Teacher;

OR

A Bachelor's Degree in Educational Administration or related field, plus five (5) years experience in administration (i.e. head of department, dean of discipline, year heads, etc.), plus ten (10) years experience as a **Qualified** Teacher;

SALARY

Salary will be determined on qualifications and experience.

GENERAL

Quarters, free medical attention and medicine will not be provided. The successful applicant's income will be liable to taxation in accordance with the Income Tax Ordinance.

Applications must be accompanied by certified copies of all certificates and transcripts from the relevant institutions. Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.

Please note that:

- 1. performance and punctuality will be used as part of the criteria for selection of persons already in the Education System; and**

- 2. the successful applicant may be given an acting appointment for up to twelve (12) months;**
- 3. applicants are required to indicate Administrative positions held and experience gained.**

Applications on the prescribed forms should be addressed to:

**The Secretary
Teaching Service Commission
Stanislaus James Buildings
The Waterfront
CASTRIES**

The deadline for receiving application forms is **Friday, September 30, 2016.**

Application forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir, Stanislaus James Building, The Waterfront, Castries

July 28, 2016

NOTICES

*Government of Saint Lucia
Office of the Prime Minister*

**CABINET SECRETARY/
PERMANENT SECRETARY -
OFFICE OF THE PRIME MINISTER**

THE offices of Permanent Secretary and Cabinet Secretary in the Office of the Prime Minister have been re-designated as the Office of Cabinet Secretary/ Permanent Secretary in the Office of the Prime Minister with effect from August 8, 2016 to November 21, 2016. All correspondence should therefore be addressed to the Cabinet Secretary/Permanent Secretary, Office of the Prime Minister.

Please be guided accordingly.

*Philip Dalsou
Cabinet Secretary (Ag.)*

*Government of Saint Lucia
Office of the Prime Minister*

**NATIONAL INSURANCE
CORPORATION BOARD**

PURSUANT to Section 5 (2) (Schedule 1) of the National Insurance Corporation Act, Cap. 16.01, of the Revised Laws of Saint Lucia, the following persons have been appointed to serve on the Board of the National Insurance Corporation for a three year term, ending August 18, 2016:

1. Mr. Isaac Anthony (Chairperson);
2. Mr. Frank Myers (Deputy Chairperson);
3. Mr. Marcus Joseph;
4. Ms. Paula Calderon;
5. Mr. Nigel Fulgence;
6. Mr. Wilfred Pierre; and
7. Director, National Insurance Corporation

*Philip Dalsou
Cabinet Secretary (Ag.)*

NOTICE OF COMPANY IN DISSOLUTION

*(International Business Companies Act,
Cap 12.14: Section 94 (6))*

CBGNC Limited No. 2003-00252

TAKE NOTICE that the International Business Company, CBGNC Limited No. 2003-00252, which was incorporated on October 9, 2003 and which company commenced dissolution on 10 August 2016 has been dissolved and has been struck off the Register of International Business Companies.

TAKE NOTICE that the dissolution of the above named company became effective on the 18 August 2016.

Dated this 23rd August 2016

*Brenda Duncan
Liquidator*

*Ministry of Agriculture, Fisheries, Physical
Planning, Natural Resources and Co-operatives
Department of Fisheries*

SEA URCHINS FISHERY OPENS

THE Ministry of Agriculture, Fisheries, Physical Planning, Natural Resources and Co-operatives informs the general public that the Sea Urchin Fishery opens for **5 days from August 24-28, 2016**, both days inclusive.

During the open period sea urchin fishers are urged to follow the harvest conditions that specify a **minimum size limit of 9cm** to ensure the sea urchin population is sustainably managed; and all harvesting activities must cease at midnight on Sunday, August 28, 2016.

No person shall be allowed to have in their possession or expose for sale any sea urchins (sea eggs) after the closure of the harvesting period. Fishers and the general public are hereby urged to observe and comply with the aforementioned conditions.

The Department of Fisheries will be conducting monitoring activities islandwide to obtain information on sea urchins captured during the period and will be working along with the Praedial Larceny Unit and other

enforcement agencies to ensure that all persons abide by the harvest conditions stipulated above. The public is also encouraged to report any suspected illegal activities.

Contravention of each offence shall result in a maximum fine of up to **five thousand dollars EC\$5000.00** as stipulated under the Fisheries Act Cap. 7.15.

*Mrs. Sarita Williams-Peter
Chief Fisheries Officer*

*Department of Commerce, International Trade,
Investment, Enterprise Development
and Consumer Affairs*

TENDER FOR THE PROVISION OF SECURITY SERVICES FOR THE GOVERNMENT SUPPLY WAREHOUSE

THE Department of Commerce, International Trade, Investment, Enterprise Development and Consumer Affairs is inviting tenders for the provision of security services for the Government Supply Warehouse located at Faux A Chaux for a two (2) year period from OCTOBER 2016 TO SEPTEMBER 2018.

The coverage required is as follows:

A. QUANTITY

1. Two (2) guards to secure the Government Supply Warehouse including the compound.

When the need arises, an additional guard may be required to provide coverage.

2. Two (2) armed guards and an armored vehicle to transport cash from the Warehouse to the Bank.

B. HOURS OF WORK

1. One guard is required to report for duty daily at 4:00 p.m. to 12:00 p.m. and the other from 12:00 p.m. to 8:00 a.m. the following day.

2. Twenty four (24) hours coverage is required on weekends and public holidays.

3. Armed guards and an armored vehicle every week from Monday to Friday except on holidays. The details of

the pickup and transfer of cash will be communicated to the successful Provider.

C. EMERGENCY PROCEDURES

In the event of any security breach, the management of the successful Provider is required to submit a comprehensive report to the Permanent Secretary of the Department of Commerce, International Trade, Investment, Enterprise Development and Consumer Affairs within twenty-four (24) hours of the incident.

D. DURATION

This service will be provided at the Government Supply Warehouse of the Department of Commerce, International Trade, Investment Enterprise Development and Consumer Affairs for a period of twenty **(24)** months from **October 2016 to September 2018**.

E. QUOTATIONS

All quotations must reach the **Permanent Secretary, Department of Commerce, International Trade, Investment, Enterprise Development and Consumer Affairs** no later than 4:00 p.m. on **Tuesday, September 13, 2016**.

Envelopes must be sealed and clearly marked **“CONFIDENTIAL” – TENDERS FOR THE PROVISION OF SECURITY SERVICES** and addressed to:

**The Permanent Secretary
Department of Commerce,
International Trade
Investment, Enterprise Development
and Consumer Affairs
4th Floor
Heraldine Rock Building
The Waterfront
Castries
SAINT LUCIA**

Please note that Faxed Tenders will not be considered.

**THE DEPARTMENT OF COMMERCE,
INTERNATIONAL TRADE, INVESTMENT, ENTERPRISE
DEVELOPMENT AND CONSUMER AFFAIRS DOES NOT
BIND ITSELF TO ACCEPT THE LOWEST OR ANY TENDER.**

Titus Preville

PERMANENT SECRETARY

*Department of Commerce, International Trade,
Investment, Enterprise Development
and Consumer Affairs*

EXPRESSION OF INTEREST

PROVISION OF PEST CONTROL SERVICES TO THE GOVERNMENT SUPPLY WAREHOUSE SITUATED AT FAUX A CHAUD CASTRIES.

BACKGROUND

THE Government of Saint Lucia through the Government Supply Warehouse of the Department of Commerce, International Trade, Investment, Enterprise Development and Consumer Affairs is the sole importer of bulk rice (*parboiled and white*), wheat flour (*white and whole-wheat*), and sugar (*brown and refined*). The primary objective of the Government Supply Warehouse, located at Faux a Chaud Castries, is to ensure the procurement and equitable distribution of wholesome basic supplies of bulk Rice, Flour and Sugar at affordable prices. As such, these items have remained under a fixed price control regime pursuant to the Distribution and Price of Goods Act No. 35 of 2006.

The Department of Commerce, International Trade, Investment Enterprise Development and Consumer Affairs now invites Expression of Interest from eligible companies to provide Pest Control Services to the above.

Interested companies should submit the following documents along with signed and sealed letters of Expression of Interest:

- 1. Detailed Company Profile.**
- 2. Proof of previous experiences of similar work within the last three years.**
- 3. Copies of registration certificate.**

COMMUNICATION AND ENQUIRY

Additional information can be obtained from **Consumer Affairs** at the following numbers:
Telephone Number **1-758-468-4224/4225**.

SUBMISSION OF EXPRESSION OF INTEREST

Submissions must be received in a sealed envelope no later than **4:00 p.m. on Friday September 02, 2016**. Envelope must be clearly marked **“CONFIDENTIAL”**

EXPRESSION OF INTEREST - THE PROVISION OF PEST CONTROL SERVICES and addressed as follows:

**Permanent Secretary
Department of Commerce, International Trade, Investment, Enterprise Development and Consumer Affairs
4th Floor
Heraldine Rock Building
The Waterfront
Castries
SAINT LUCIA**

All EOI's will be evaluated based on the company's experience in similar assignments and valid registration certificates.

NB: ONLY SHORTLISTED COMPANIES WILL BE CONTACTED FOR THE NEXT STAGE OF THE TENDERING PROCESS.

consumption, distribution and uses of various alternatives to ODS in Saint Lucia and to provide future projections of growth patterns by substance and (to the extent feasible) by sector/sub-sector.

The Sustainable Development Division of the Ministry of Education, Innovation, Gender Relations and Sustainable Development is inviting eligible Consultants to indicate their interest in a consultancy to undertake the survey of ODS alternatives at the national level according to the Terms of Reference (TORs) attached.

Interested persons are requested to submit their expressions of interest along with a brief technical proposal (no more than five (5) pages) in a sealed envelope marked "Confidential – ODS Survey" and addressed to the Permanent Secretary, Sustainable Development Department, Ministry of Education, Innovation, Gender Relations and Sustainable Development, c/o Sustainable Development Division, Caribbean Cinemas Building, Choc, by **Monday 7th September 2016, no later than 4:00 p.m.**

For further information, please contact the Sustainable Development Division at telephone number 451-8756.

REQUEST FOR EXPRESSIONS OF INTEREST

Assignment Title: NATIONAL CONSULTANT FOR THE SURVEY OF ODS ALTERNATIVES IN SAINT LUCIA

SAINT LUCIA has received financial support from the Multilateral Fund (MLF) for Implementation of the Montreal Protocol on Substances that Deplete the Ozone Layer to undertake a survey of ozone depleting substances (ODS) alternatives at the national level. Successful implementation of this survey is expected to contribute to a wider adoption of low global warming potential (GWP), energy efficient and safe alternatives to hydrochlorofluorocarbons (HCFCs). In addition, the outcomes of this assignment will have a significant multiplier effect towards maximizing climate benefits of HCFC phase-out in Article 5 countries, while avoiding the introduction of high-GWP alternative technologies. A portion of the funds is to be used to hire a Consultant to undertake the survey.

The overall objective of this assignment is to conduct a detailed national survey in order to determine

TERMS OF REFERENCE

Consultancy for National Survey of Alternatives to Ozone Depleting Substances (ODS) in Saint Lucia

1.0 BACKGROUND

SAINT LUCIA acceded to the Vienna Convention and the Montreal Protocol on 28th July 1993 and subsequently ratified the London, Copenhagen and Montreal Amendments on 24th August 1999, and the Beijing Amendment on 12th December 2001. As a result, the country has committed to an accelerated phase-out of hydrochlorofluorocarbons (HCFCs) ten (10) years earlier than the initial proposed date of 2040 set by the Montreal Protocol.

Under the Montreal Protocol's (MP) financial mechanism, the Multilateral Fund (MLF), Saint Lucia receives funding for meeting the agreed incremental costs of eliminating ozone depleting substances (ODS). Through the Hydrochlorofluorocarbons (HCFCs) Phase-out Management Plan (HPMP), Saint Lucia has successfully met the ten percent (10%) reduction in HCFC consumption by 2015 as stipulated by the Protocol's Phase-out schedule. However, the phase-out

of HCFCs has led to the adoption of alternatives such as HFCs, a prevalent and proven group of refrigerants with hundreds to thousands more times' global warming potential (GWP) than carbon dioxide and which are considered to be short-lived climate pollutants (SLCPs).

According to Decision XIX/6, countries and the MLF should promote alternatives to HCFCs that minimize impacts on the climate, taking into account GWP. Given this decision there are ongoing efforts in the Montreal Protocol community to reach an agreement to also address and phase down the production and consumption of HFCs using the Protocol's approach and infrastructure. It is consequently critical that the choices made on HCFC alternatives are well-informed and consistent with MP decisions.

Against this background, Saint Lucia has received financial support from the MLF to undertake a survey of ODS alternatives at the national level. Successful implementation of this project is expected to contribute to a wider adoption of low-GWP, energy efficient and safe alternatives to HCFCs. In addition, the outcomes of this project will have a significant multiplier effect towards maximizing climate benefits of HCFC phase-out in Article 5 countries, while avoiding the introduction of high-GWP alternative technologies.

In order to achieve the expected results of the project, the Sustainable Development Division of the Ministry of Education, Innovation, Gender Relations and Sustainable Development is seeking to hire a consultant to conduct a survey of ODS alternatives in Saint Lucia. The survey will be undertaken collaboratively between the NOU of Saint Lucia, UNEP and the International Expert contracted by UNEP.

2.0 OBJECTIVES

The objective of this project is to conduct a detailed national survey in order to determine consumption, distribution and uses of various alternatives to ODSs in Saint Lucia and to provide future projections of growth patterns by substance and (to the extent feasible) by sector/sub-sector.

3.0 SCOPE OF WORKS

The following activities are to be undertaken in order to conduct the national survey:

- i. Data collection:
 - Interact with chemical and equipment suppliers/ importers and/or their local representatives, the National Refrigeration and Air Conditioning Association (NARA) and government departments as needed to identify the ODS

alternatives used in Saint Lucia and the sectors in which they are used.

- Collect import (and export as applicable) data for the substances for the years 2012-2015
 - Correlate the import data for all substances with possible end-use in various sectors
 - Establish estimated ODS alternatives use by sector from 2012-2015 and forecast their growth up to 2030.
- ii. Data Assessment:
 - Review the historical use data for each substances
 - Review and forecast growth for each substance and for each application
 - Establish growth patterns in use by substance/sector
 - Compile data on available low-GWP alternatives for various applications;
 - Identify opportunities and challenges for applying low-GWP alternatives for various applications
 - Estimate the potential impact of transition to low-GWP alternatives, where feasible, in terms of contributing to the country's voluntary CO₂ emission reduction targets by 2020
 - Make use of the available linkage to the countries' HPMPs
 - Review national regulations and standards related to the import and use of the various alternatives to HCFCs and identify barriers to their application
 - iii. Desk based data collection and analysis from institutional sources including NOU, end users, importers, distributors and associations
 - iv. Site visits
 - v. Conduct 2 consultative workshops. The first workshop is to initiate the survey and the second to present the findings of the survey.
 - vi. Compilation of data and analysis, including comparative analysis with HCFC data
 - vii. Assessment of the institutional, regulatory and policy framework controlling ODS, GHGs and other air pollutants

4.0 REPORTING

The consultant shall report to the Chief Sustainable Development and Environment Officer in the SDED or his designated representative.

5.0 DURATION

The survey should be completed within six months of signing the contract.

6.0 DELIVERABLES

- i) A work plan must be prepared and submitted within two weeks after signing of contract by the Consultant
- ii) A report on the first stakeholder meeting must be submitted within 14 days of the meeting being held.
- iii) The first draft of ODS alternatives survey report must be submitted within 30 'm, days after signing of contract by the Consultant
- iv) A report on the second Stakeholder meeting must be submitted within 14 days of the meeting being held
- v) The final ODS alternatives survey report must be submitted by November 1st 2016

All deliverables must be submitted in one soft and hard copy.

7.0 QUALIFICATIONS

The consultant/firm is expected to have the following qualifications.

1. Academic Qualifications: Bachelor degree in Chemical, Industrial or Mechanical Engineering or related sciences.
2. Years of Experience
 - a. At least two years' experience in conducting survey/similar tasks
 - b. Good understanding of Vienna Convention and Montreal Protocol policies
 - c. Good understanding of national regulations and procedures relating to import/export of ODSs and ODS alternatives
3. Competencies
 - a. Ability to analyze and apply guidance documents, tools and other resources related to environmental protocols/conventions.
 - b. Fluent in English, written and oral.
 - c. Good organizational and communication skills.

8.0 REFERENCE MATERIAL

The methodology for undertaking the survey and the reporting format was agreed to by the Executive Committee of the Multilateral Fund under Decision UNEP/OzL.Pro/ExCom/75/77/Rev.1, which can be accessed at <http://www.multilateralfund.org/75/pages/English.aspx> and should be considered an integral part of these Terms of Reference.

9.0 COMMENTS BY THE CONSULTANT

The Consultant is encouraged to make comments on, and suggestions for, improvements to these Terms of Reference.

TERMS OF REFERENCE-CONSULTANCY SERVICES

TECHNOLOGY NEEDS ASSESSMENT

Third National Communication Programme

1. BACKGROUND

THE Government of Saint Lucia (GOSL), as signatory to the United Nations Framework Convention on Climate Change (UNFCCC), is legally required to periodically prepare and submit National Communication (NC) reports to the UNFCCC Conference of Parties (COP). The primary objective of this document is to enable countries to report on work undertaken and planned, in response to the adverse impacts of climate change. This enables the COP to monitor national progress towards the implementation of the UNFCCC.

Since becoming a signatory, GOSL has submitted its Initial National Communication (INC) and its Second National Communication (SNC) in November 2002 and April 2012 respectively. The preparation of the Third National Communication (Third NATCOM) was initiated in August of 2013.

The United Nations Environment Programme (UNEP), through its Umbrella Programme, will function as the implementing agency. At the national level, the Department of Sustainable Development, Ministry of Education, Innovation Gender Relations and Sustainable Development, Energy, Science and Technology, through the Sustainable Development and Environment Division (SDED), is the executing agency on behalf of the GOSL.

The UNFCCC promotes the development and transfer of environmentally sound technologies to developing countries as a means of enabling the international community to fulfill the requirements of the convention. As such the development of a climate change technology needs assessment, assists in identifying environmentally sustainable technologies for Saint Lucia and prioritizing those based on the adaptation and mitigation responses which Saint Lucia will pursue. This is in keeping with Article 4.5 of the UNFCCC. The first such report for Saint Lucia was produced in 2004.

Given the advances in technology since 2004, and the new scientific information made available through the Intergovernmental Panel on Climate Change (IPCC) as well as other international best practices, the government of Saint Lucia through the Department of Sustainable Development seeks to engage a Consultant to produce an assessment report capturing the technology needs for Saint Lucia which are key to assisting with achieving the objectives of the UNFCCC and Saint Lucia's adaptation and mitigation priorities.

2. SCOPE OF SERVICES REQUIRED

The Consultant is required to assess Saint Lucia's technology needs in the context of the 2004 Technology Needs Assessment (TNA) report with a view to identifying progress and determining current needs. This includes an assessment of the country's information technology needs in the area of climate change and other environmental issues. The objective of a TNA is *'to identify, evaluate and prioritize technology means for both adaptation and mitigation in order to achieve sustainable development ends'*. This report should take into account the recommendations from the 2004 TNA report, the Technology Transfer Section of the 2012 Other Relevant Information Report, and the 2013 Stocktaking Report for the preparation of Saint Lucia's Third National Communication.

The Consultant is expected to provide these services through the following tasks;

Task 1: Documentation Review and data/information gathering

The Consultant is required to:-

A. Conduct a desk review of a number of key documents including but not limited to:

Reporting on Climate Change:

- i. User Manual for the guidelines on National Communications for Non- Annex I countries;
- ii. IPCC Special Report on Methodological and Technological Issues in Technology Transfer (2000);
- iii. UNFCCC Handbook for conducting Technology Needs Assessment for Climate Change 2010
- iv. Technology Needs Assessment section under the Other Relevant Information (ORI) Section of Stocktaking Report for the preparation of Saint Lucia's Third National Communication (2013);
- v. Technology Needs Assessment Section of Other Relevant Information Report from Saint Lucia's Second National Communication (2012);
- vi. National Circumstances Report for Saint Lucia's Third National Communication (2016).

B. Consult and review other international best practices which may be applicable for Saint Lucia's circumstances.

C. Consult with the relevant national and regional agencies within the public and private sectors, as well as national experts to yield exhaustive information based on required scope of services.

Task 2: Develop a 2016 TNA Report for Saint Lucia

The consultant is expected to develop and present a stand-alone 2016 TNA report for Saint Lucia, along with a synthesized TNA for inclusion in Saint Lucia's Third National Communication Report to the UNFCCC. The length of the report excluding Annexes should be between 28 and 40 pages. The Structure of the reports should be based on the UNFCCC Handbook for conducting Technology Needs Assessment for Climate Change 2010 as follows:

A. Executive summary

B. Main Report

- i. Technology needs assessment process overview
- ii. Identification of development priorities for the country
- iii. Identification of key (sub) sectors for low emission and low vulnerability development
- iv. Prioritization of technologies for low emission and low vulnerability development
- v. Preparation of strategy and action plan for prioritized technologies
- vi. Final conclusions and recommendations

C. Annexes

The Consultant is also required to consider the following key requirements from the 2013 Third National Communication Project document:

- A. Database for environmentally sustainable technologies;
- B. Technology information networks; and
- C. Human, scientific, technical and institutional capacity strengthening.

Task 3: Presentation of Findings

The Consultant is required to:-

- A. Submit draft 2016 TNA for Saint Lucia and synthesized TNA to MSDEST
- B. Amend draft report based on feedback received
- C. Submit a final report to MSDEST

3. DELIVERABLES

The Consultant is required to submit the following deliverables for this consultancy;

A. An Inception Report, one (1) week after commencement of the contract, inclusive of a:

- i. Proposed methodology to yield the requisite information as outlined in the Scope of Work; and
- ii. A detailed work-plan with timelines.

B. Draft Reports four (4) weeks after the commencement of the contract.

C. Presentation to stakeholders on contents of the report six (6) weeks after the commencement of the contract.

D. Presentation of Final Reports within eight (8) weeks of contract signature in Microsoft Word electronic format and hard copy.

All reports should be submitted electronically in Microsoft word format.

4. QUALIFICATIONS AND EXPERIENCE

Qualifications

The minimum qualification requirements of the Consultant is a Masters Level Degree in one of the following Environmental Management Studies, Climate Change, Environmental Engineering, Resource Engineering, Environmental or Development Planning, Economics or a related field.

Experience

The Consultant must possess at least five (5) years working experience in climate change, or environmental management in Saint Lucia or the Caribbean Region.

Competencies

- A. Be able to demonstrate expert knowledge of and experience in the analysis of technology needs related to climate change;
- B. Possess a solid understanding of the institutional arrangements and resources required to carry out the scope of works;
- C. Be able to demonstrate competence in report writing, presenting information and consulting with stakeholders;
- D. Demonstrate flexibility in the event adjustments are required based on the findings during both at the organizational and technical levels, for successful implementation of the Technology Needs Assessment

REPORTING AND LOGISTICAL ARRANGEMENTS

The Consultant will report to the assigned representative of the Permanent Secretary, Department of Sustainable Development, within the Sustainable Development and Environment Division. The Consultant will be expected to make his own transportation and office arrangements.

DURATION AND COSTS

The consultant will be contracted for a period of two (2) months. The contract will be a lump sum contract

payable based on the schedule proposed in the agreed contract between the Government of Saint Lucia and the Consultant.

SUBMISSIONS

Proposals should be submitted in a sealed envelope marked **CONFIDENTIAL**. This outer envelope should contain two separate sealed envelopes one containing the technical proposal and marked '**Technical Proposal**' the other containing the financial proposal and marked '**Financial Proposal**'. Submissions should be received by 16:30 on Tuesday 30th August 2016. Proposals should be clearly marked "*Proposal for conducting 2016 Technology Needs Assessment for Saint Lucia*" and addressed to:

**The Permanent Secretary
Departmental Tenders Board
Department of Sustainable Development
Norman Francis Building
BALATA
CASTRIES**

*Ministry of Home Affairs, Justice
and National Security*

PROTECTIVE SERVICES (COMPENSATION) COMMISSION

TAKE NOTICE that a Sitting of the Protective Services (Compensation) Commission will take place on Thursday, August 25, 2016 in the Conference Room of the Ministry of Home Affairs, Justice and National Security, Ground Floor, Sir Stanislaus James Building, Waterfront, Castries at 2:00 p.m.

*Verna Mondesir
Secretary*

LIST OF APPOINTEES ON THE DEVELOPMENT CONTROL AUTHORITY (DCA) BOARD

1. Mr. Clem Bobb (*Chairman*);
2. Mr. John Charlery (*Deputy Chairperson*);
3. Ms. Beryl George;
4. Mrs. Tracy Loctor-Polius;
5. Ms. Ingrid Floissac;
6. Mr. Shoan Aubertin;
7. Mrs. Joanna Raynold Arthurton, Permanent

- Secretary Secretary, Department of Physical Planning;
 8. Representative of the Department of Infrastructure;
 9. Representative of the Department of Agriculture;
 10. Representative of the Ministry of Health;
 11. Representative of the Department of Sustainable Development;
 12. Representative of LUCELEC (observer); and
 13. Representative of WASCO (observer).

GOVERNMENT OF SAINT LUCIA

**THE WATER AND
SEWERAGE COMPANY
JOHN COMPTON DAM
REHABILITATION PROJECT**

INVITATION FOR BIDS

THE Water and Sewerage Company Inc. (WASCO) has received financing from the Caribbean Development Bank (CDB) towards the cost of the rehabilitation works on the John Compton Dam (JCD) and intends to apply a portion of the proceeds of this financing to eligible payments under this contract. Payment by CDB will be made only at the request of the WASCO 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 WASCO shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Project is being implemented by WASCO. WASCO has contracted Consultants who will assist the Company with delivering the Project. The Consultants have prepared conceptual designs and contract documentation and will assist in tender administration and evaluation and supervise Project activities.

The John Compton Dam (JCD) was constructed in the 1990s along the Roseau River near the village of Millet in central Saint Lucia. The reservoir water storage capacity has been compromised by sedimentation, with a corresponding effect on the reliability of water supply on the island. Rehabilitation works are therefore required.

WASCO now invites sealed bids from eligible bidders for the rehabilitation works for the John Compton Dam

(JCD). The works include, but are not limited to the following:

1. Implement a dredging operation to remove sediment from the reservoir
2. Develop a nearby sediment disposal area (SDA) downstream of the dam.

The works will include installation of dredging equipment, a pipeline to the SDA, construction of the sediment containment dyke and associated water decant system plus other ancillary works.

The limits of the work will include mobilization, delivery and installation of the equipment, construction of the facilities, commissioning of the dredge system, operation of the dredge in the first dredge season, and training of operating staff.

Consideration will be limited to firms or joint ventures of firms, which are legally incorporated or otherwise organised in, and have their principal place of business in an eligible country and are either:

- (a) more than 50% beneficially owned by a citizen or citizens and/or a bona fide resident or residents of an eligible country, or by a body corporate or bodies corporate meeting these requirements; or
- (b) owned or controlled by the Government of an eligible country provided that it is legally and financially autonomous and operated under the commercial law of an eligible country and otherwise meets the eligibility requirements of the CDB Guidelines for Procurement (2006).

All countries are eligible for this opportunity.

Eligible bidders will be required to submit full qualification information with their bids establishing their eligibility to bid and qualification to perform the contract if the bid is accepted. Tender and qualification information are to be submitted in the English Language on the prescribed forms inserted in the Bid Documents. Submissions that do not provide the information required, or do not demonstrate the prospective contractor's ability to perform satisfactorily, will not qualify and will not be considered for further evaluation.

Qualification requirements include, inter alia:

- (a) an average annual turnover (defined as certified payments received for works in progress or completed) within the last 5 years of at least twelve million eight hundred thousand United States dollars (USD \$12,800,000.00);
- (b) a demonstrable cash flow (including access to credit) of two million United States dollars (USD 2,000,000); and
- (c) experience as prime contractor in the construction of at least two assignments of a nature,

scope and complexity comparable to the proposed project activity within the last 6 years (to comply with this requirement, works quoted should be at least 80 percent complete).

Bidding Documents may be obtained by eligible bidders from the first address below. Requests may be made by written application including email. Written applications must be clearly marked: "**Request for Bidding Documents for the John Compton Dam Rehabilitation Project**", along with the name, address and contact information of the bidder for which Bidding Documents are being requested.

Submissions in sealed envelopes clearly marked "**Bid for the John Compton Dam Rehabilitation Project**", must be received at the second address below not later than **12.00 p.m, local time on September 16th 2016**. Bid opening will take place shortly after the deadline for submission at the second address below at a date and time to be announced, and will be in the presence of bidders representatives who choose to attend. Qualification information must be simultaneously submitted to the third address below.

All bids must be accompanied by a Bid Security of two hundred and fifty thousand United States dollars (USD 250,000).

WASCO reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected prospective bidder(s) or any obligation to inform the affected prospective bidder(s) of the grounds for WASCO action. WASCO will not defray any costs incurred by any bidder in the preparation of bids.

1. Address for Correspondence

Mr. Gordon Wyke
Head - Project Management Unit
Water and Sewerage Company
L'Anse Road
Castries
ST. LUCIA
Telephone: 1 (758) 453 2790
Email: gordonwvke@wascosaintlucia.com

2. Address for Bid Submission and Bid Opening

The Secretary, Central Tenders Board
Ministry of Finance, Economic Growth, Job
Creation, External Affairs and the Public Service
2nd Floor Financial Centre
Bridge Street
Castries
ST. LUCIA
Telephone: 1 (758) 468-5520

3. Address for Completed Qualification Information Only

Procurement Officer
Caribbean Development Bank
P. O. Box 408
Wilkey
St. Michael
BARBADOS BB 11000
Telephone: 1 (246) 431-1600
Fax: 1 (246) 426-7269
Email: procurement@caribank.org

WATER AND SEWERAGE COMPANY INCORPORATED (WASCO) - ST. LUCIA INSTITUTIONAL STRENGTHENING/ CAPACITY BUILDING FINANCE AND ACCOUNTING DEPARTMENT REQUEST FOR EXPRESSIONS OF INTEREST

THE Water and Sewerage Company Incorporated (WASCO) of St. Lucia has applied for financing from the Caribbean Development Bank (CDB) towards the cost the John Compton Dam Rehabilitation 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 WASCO 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 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 WASCO shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

WASCO, now wishes to procure consultancy services for institutional strengthening/capacity building of its Finance and Accounting Department. The objective of the assignment is to assist WASCO in improving the efficiency and cost-effectiveness with which the department delivers its services by enabling it to provide more timely information to management for decision-making and to process business transactions in support of the company's objectives in an efficient and cost-effective

manner. The duration of the assignment is expected to be six months.

WASCO now invites interested eligible consulting firms to submit Expressions of Interest for the provision of these consultancy services.

Consultants shall be eligible to participate if:

- (a) In the case of a body corporate, it is legally incorporated or otherwise organized in an eligible country, has its principal place of business in an eligible country and is more than 50 per cent beneficially owned by citizens(s) and/or bona fide resident(s) of eligible country(ies) or by a body(ies) corporate meeting these requirements;
- (b) In the case of unincorporated firms, the persons are citizens or bona fide residents of an eligible country; and
- (c) 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.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments. All information must be submitted in English. Further information may be obtained from the first address below between 08:00 and 16:30 hours Monday to Friday.

Four (4) hard copies of the Expressions of Interest must be received at the second address below no later than 12:00 hours on September 15, 2016 and one hard copy must be sent simultaneously to CDB at the third address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked “**Expression of Interest – Consultancy Services to Undertake Institutional Strengthening/Capacity Building of WASCO’s Finance and Accounting Department**”.

Following the assessment of submissions, a short-list of not less than three and not more than six applicants will be provided with full terms of reference and invited to submit technical and financial proposals to undertake the assignment. WASCO 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 short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

Addresses:

1. Mr. Gordon Wyke
Head – Project Management Unit
Water and Sewerage Company Inc. (WASCO)
Sans Souci
Castries
ST. LUCIA W.I.
Tel: + (758) 453-2790
Email:
gordonwyke@wascosaintlucia.com
2. The Secretary, Central Tenders Board
Ministry of Finance, Economic Affairs and
Social Planning
2nd Floor Financial Centre
Bridge Street
Castries
ST. LUCIA W.I.
Tel: + (758) 468-5520
3. Procurement Officer
Caribbean Development
Bank
P. O. Box 408
Willey, St. Michael
BARBADOS W.I. 11000
Tel: + (246) 431-1600
Fax: + (246) 426-7269
Email:
procurement@caribank.org

NOTICE OF COMPANY IN DISSOLUTION

*(International Business Companies Act,
Cap 12.14: Section 94 (4))*

**CBGNC Limited
No. 2003-00252**

TAKE NOTICE that the International Business Company, CBGNC Limited No. 2003-00252, which was incorporated on October 9, 2003, has registered its articles of dissolution.

TAKE NOTICE that dissolution of the above named company commenced on 12 August, 2016 and that the name and address of the liquidator is as follows:

Brenda M. Duncan
Mercury Court
Choc Commercial Park, P.O. Box 364
Castries, Saint Lucia

Dated this 12th day of August, 2016

Lester D. Martyr
Registrar
International Business Companies

TERMS OF REFERENCE - CONSULTING SERVICES

REPORTING SYSTEM FOR MEA IMPLEMENTATION - ENVIRONMENTAL INFORMATION MANAGEMENT

Increase Saint Lucia's Capacity to Monitor Multi-lateral Environmental Agreements (MEA) and Sustainable Development Project

1. BACKGROUND

SAINT LUCIA is signatory to a number of international agreements from which several benefits are derived from which numerous obligations arise. These in part shape national policies and legislation by promoting adequate measures to address environmental issues such as biodiversity loss, pollution of the marine environment, global warming and sea level rise as well as to promote sustainable livelihoods. For example, The Convention on Biological Diversity (CBD), the United Nations Framework Convention on Climate Change (UNFCCC) and the United Nations Convention to Combat Desertification (UNCCD) have facilitated opportunities for Saint Lucia to receive grants and technical expertise for projects related to biodiversity, climate change and land degradation.

While there is little doubt about the benefits of becoming signatories to such agreements, the lack of institutional, local and community awareness together with insufficient data collection, insufficient information to guide decision making at the policy level and limited monitoring and legal capacity to advise on Multilateral Environmental Agreements (MEAs) ratification and compliance have been a drawback to full implementation of MEAs.

The Government of Saint Lucia has embarked on a process of addressing these challenges through its Sustainable Development and Environment Division (SDED), and has been increasing its efforts to effectively put measures in place to monitor the implementation of Multi-lateral Environmental Agreements (MEAs) to which Saint Lucia is Party. In this regard, support has been granted from the Global Environment Facility (GEF) to address issues related to environmental information management. With the support of the UNEP and GEF, Saint Lucia has embarked on initiatives to identify capacity constraints. One such initiative is the GEF funded project aimed at *'Increasing Saint Lucia's Capacity to Monitor MEA Implementation and Sustainable Development'* by providing support for the development of the country's environmental information system, better coordination of existing knowledge and generating new information on the state of the environment.

To this end, the Ministry of Education, Innovation, Gender Relations and Sustainable Development through its Sustainable Development and Environment Division is seeking a consulting firm to assist the Project Management Unit (PMU) in meeting its objectives by providing services as detailed in the Scope of Work below.

2. OVERALL OBJECTIVE

The overall objective of this consultancy is to support the stakeholders (Government Agencies, Private Sector and NGOs) in improving the environmental reporting system, developing indicator sets, establishing an Environmental Information System (EIS) and related online tools and platforms.

3. SCOPE OF WORK

In general the scope of work includes: (1) Developing a reporting system for MEA implementation to be used for at least 3 MEAs to which Saint Lucia is Party; (2) Establishing core environmental indicators for national development where appropriate and coherent with relevant regional and global indicators and; (3) Establishing an EIS online platform and related tools.

The consultant firm will:-

Task 1 - Prepare a work plan and inception meeting report.

Conduct an inception meeting with the Client (Sustainable Development Department through its Sustainable Development and Environment Division) upon commencement of the assignment to (i) review the process for the conduct of all activities within the assignment, (ii) determine roles and responsibilities, (iii) discuss the basis on which this work will be implemented, and iv) finalise the work plan and timetable. A final work plan and report on the outcome of the inception meeting will be prepared by the Consulting Firm, and submitted to the client no later than three (3) weeks from completion of the inception meeting date.

Task 2 - Conduct assessment of currently reported information against reporting requirements of at least three (3) MEAs

- a) Review pertinent literature including:
- I. Inception meeting of the Project Steering Committee Report (June 2016)
 - II. Update: 2007 National Capacity for Self-Assessment Report (March 2014)
 - III. Stakeholder Mapping Report (March 2014)
 - IV. Information Management Training Needs Assessment Report (March 2014)
 - V. Status of Environmental Information in St Lucia (March 2014)

VI. MEA Workshop Report (February 2014)

VII. Compliance Mechanisms Under Selected Multilateral Environmental Agreements - UNEP

VIII. (TBD) See list of Multilateral Environmental Agreements (MEAs) for which St. Lucia is signatory at:

<https://www.informea.org/en/countries/LC/parties>

b) Consult with other relevant agencies and projects, including:

I. The Project Steering Committee (PSC)

II. Central Statistics Office

III. Sustainable Development and Environment Division, Ministry of Education, Innovation, Gender Relations and Sustainable Development

IV. The Ministries responsible for GeoNode – open source geospatial content management system

[\(https://sling.gosl.gov.lc/\)](https://sling.gosl.gov.lc/)

c) Develop and propose to the Project Management Unit (PMU) for approval a reporting system with clear assignment of responsibilities per organization on data collection and management;

d) Under the supervision of the PMU and PSC establish common data storage facility and decide on access and sharing modalities;

e) Prepare and present a draft report on the findings from activities a), b), c) and d), along with proposed reporting system for data collection and management and recommendations to the relevant agencies identified by the PMU;

f) Incorporate comments from relevant agencies into the draft report accordingly and submit a final revised report to the PMU for approval.

Task 3 – Identify priority environmental data gaps and develop plans to address them

a) Undertake a comprehensive environmental data needs assessment

b) Develop recommendations on addressing data gaps

c) Develop a plan for addressing institutional needs

d) Prepare and present a draft report on the findings, along with proposed methodologies and recommendations to the relevant agencies to be identified by the PMU

e) Incorporate comments received from relevant agencies into the draft report accordingly and submit a final revised version of the report to the PMU for approval

Task 4 - Facilitate the identification and definition of a set of core sustainable development and environmental indicators based on national priorities (coherent with regional and international indicator frameworks)

a) Support the PMU for establishing of an inter-agency working group (IWAG) for joint indicator development. Provide the IAWG with technical and substantive support for the establishment of an indicator framework (including list of indicators where appropriate, regional and global frameworks) building on past results and exercises;

b) Support IAWG in the dissemination of indicator framework amongst relevant stakeholder groups and gather, analyse and edit their feedback;

c) Compile a revised indicator framework and plan to be submitted to IAWG for review and comment;

d) Based on comments received, prepare and submit to PMU final plan for approval.

Task 5 – Map national and regional information sources relating to priority environmental indicators in the context of sustainable development

a) Undertake mapping of existing information sources (including government, academia, and non-government organizations);

b) Link additional and potential new sources with existing landscape (local, national, regional);

c) Develop recommendations on how best to include the further sources into the indicator framework;

d) Submit a draft report and recommendations to the IWAG and PMU for review and comments;

e) Based on comments received, prepare and submit final report to the PMU for approval.

Task 6 – Establish an online platform for sharing and presenting available information on Sustainable Development and MEA indicators

a) Compile data in an accessible and easy-to-use format by the relevant agencies;

b) Establish online Environmental Information System (EIS) and online platform, including clear protocols for data provision, platform maintenance and access sharing modalities;

c) Prepare a detailed and practical manual for the proposed EIS platform including protocols for data provision, maintenance and access sharing modalities and present the EIS along with the manual to relevant agencies to be identified by the PMU;

d) Provide EIS and database management training for the contributing agencies and organizations;

- e) Incorporate comments and feedback received from the agencies into the manual accordingly and submit its final version to the PMU for approval.

4. REPORTING REQUIREMENTS AND DELIVERABLES

Inception Report and Work Plan

The Firm will report to the Project Manager. Shortly after the Firm has mobilized their resources and after having met the Executing Agency staff, the Firm will present an inception report to ensure that both parties (the Firm and Executing Agency) are in agreement that the assignment will be carried out as planned and as stipulated in the contract. The inception report will incorporate a work plan for the development of the different activities and deliverables.

Specific deliverables will include:

- Inception report **(Task 1)**
- Report on findings of currently reported information along with proposed reporting system for data collection, management and recommendations **(Task 2)**
- A common data storage facility, including data policy and sharing modalities **(Task 2)**
- Comprehensive National Environmental Data Needs Assessment Report **(Task 3)**
- National Environmental Indicator Framework & Plan **(Task 4)**
- National & Regional Priority Environmental Indicators Report **(Task 5)**
- Environmental Information Systems (EIS) Platform and Manual **(Task 6)**

5. LOGISTICS, DURATION & COSTS

1. The consultant will be contracted for a period of ten (10) calendar months beginning on the date of signature of contract. Please note that the input is expected to be approximately 70 to 80 man-days.
2. The contract will be a lump sum contract payable based on the schedule proposed in the agreed contract between the Government of Saint Lucia and the Consultant.
3. The PMU will provide a list of stakeholders for consultative purposes

4. The PMU will facilitate logistics for relevant agency meetings. The Firm shall ensure that they are adequately supported and equipped in terms of personal technical equipment (transportation, laptop, software and field tools)

6. QUALIFICATIONS, EXPERIENCE & COMPETENCY

The Consultant is required to possess qualification of at least a Masters Level Degree in one of the following, or related, fields: Environmental Information Management Studies, Information Technology, Geographical Information System or Environmental Management.

The Consultant must possess at least eight (8) years' working experience in environmental information management, IT, GIS or environmental management in Saint Lucia or in the Caribbean Region.

Competencies

1. Possess a solid understanding of the institutional arrangements and resources required to carry out the scope of works
2. Demonstrate competence in report writing, presenting information and consulting with stakeholders
3. Demonstrate flexibility in the event adjustments are required based on the findings, both at the organizational and technical levels, for successful implementation of the consultancy.

7. SUBMISSIONS

Applications are invited from local, regional and international persons/agencies to undertake the Reporting System for MEA Implementation - Environmental Information Management consultancy. Complete proposals should be submitted in a sealed envelope marked '**CONFIDENTIAL- Increasing Saint Lucia's Capacity to Monitor MEA Implementation and Sustainable Development Project**' inclusive of an itemized financial costing by **4:00p.m on 13th September 2016**. Proposals should be addressed to:

**The Secretary
Central Tenders Board
Ministry of Finance
2nd Floor, Financial Centre
Bridge Street, Castries,
SAINT LUCIA**

Government of Saint Lucia

*Department of Commerce, International Trade, Investment, Enterprise Development and Consumer Affairs***TO ALL AGENTS AND SUPPLIERS****TENDER FOR THE SUPPLY OF RAW (BROWN) CANE SUGAR TO THE GOVERNMENT OF SAINT LUCIA**

THE Government of Saint Lucia through the Department of Commerce, International Trade, Investment, Enterprise Development and Consumer Affairs is inviting tenders for the supply of Raw (Brown) Cane Sugar, for the period October 2016 to September 2017.

1. QUANTITY

Four thousand five hundred (4,500) metric tons or a part thereof, to be shipped over a twelve (12) months period, in quantities to be agreed between the contracting parties.

2. QUALITY

The Brown Sugar shall be in keeping with the Saint Lucia's Specifications for Brown Sugar.

3. SPECIFIC REQUIREMENTS

COMPOSITION AND QUALITY OF FACTORS	BROWN SUGAR
Sulphated Ash (% m/m)	not exceed 0.5
Conductivity Ash (% m/m)	not exceed 0.04
Invert Sugar Content (% m/m)	N/A
Loss on Drying (% m/m)	not exceed 0.7
Colour (ICUMSA Units)	not exceed 3000
Pol (° Z)	not be less than 97.0
Foreign matter (ppm)	500
Heavy Metals (ppm or mg/kg):-	
. Arsenic	1
. Copper	2
. Lead	2
Taste and Odour	Free from objectionable taste or odour
Sedimentation	Free
Microbial:-	
. Mesophilic Bacteria	Not be more than 100 CFU/10g
. Yeast	Not be more than 10 CFU/10g
. Mould Shall	Not be more than 10 CFU/10g

1. Not more than 10% by weight of grains shall be retained on US Standard No. 14 sieve and not more than 10% shall pass through US Standard No. 35 sieve.

2. The finished product shall not contain lumps larger than 1.27 cm (0.5 inches) in their greatest diameter that cannot be broken on light finger pressure, and must be fit for direct human consumption.

3. Sugar shall be graded in accordance with international specifications.

4. LABELLING

Must be properly labelled in the English Language in accordance with the Saint Lucia Standards Specification for the Labelling of Commodities.

- a. SLNS I8Pt 1 – Specification for Labelling of Commodities – General Requirements;
- b. SLNS I8Pt 3 – Labelling of Commodities – Labelling of Pre-packaged Foods; and

5. QUALITY ASSURANCE

1. Each shipment should be accompanied by a **Certificate of Compliance**.
2. A **Certificate of Product** test results in conformity with the specifications stipulated in the tender notice must be submitted annually.
3. A **Microbiological Test Report** issued by a third party laboratory or a test laboratory within certified facilities must accompany each shipment.

6. WEIGHT

Brown Sugar must be packed in only packaging materials which are not likely to impair the organoleptic or chemical characteristics of the product or make them harmful to health. The materials used for packaging and the contents should be mutually compatible. The packaging should not be less than 25lbs but shall not exceed 110lbs.

7. TRANSPORTATION

Brown Sugar shall be shipped, sealed, containerized in vessels suitable for transporting food stuff for human consumption.

8. INSURANCE

A copy of insurance certificate must be submitted with each shipment for settlement of lawful claims.

9. PAYMENT TERMS

Sixty (60) to Ninety (90) days at sight.

All quotations (C.I.F) and credit facilities must be forwarded to the Secretary, Central Tenders Board, Ministry of Finance to reach no later than **4:00 p.m. on September 13, 2016**.

All quotations are binding for the period covered by the Tender Notice.

Envelopes are to be sealed and clearly marked "**Confidential - Tenders for Raw (Brown) Cane Sugar**" and to be sent to:

The Secretary
Central Tenders Board
Ministry of Finance
2nd Floor
Financial Centre
Bridge Street
Castries
SAINT LUCIA

Faxed Tenders will not be considered.

THE DEPARTMENT DOES NOT BIND ITSELF TO THE LOWEST OR ANY TENDER.

Titus Preville
PERMANENT SECRETARY



TO: **ANITA GRIFFIF
OF UNKNOWN ADDRESS**

TAKE NOTICE that Invest Saint Lucia desires to dispose of **Block and Parcel 1421B 320** for which you have a deposit entered in your favour.

AND TAKE FURTHER NOTICE that Invest Saint Lucia desires to obtain communication from you of your continued interest in the said parcel, notice of which is effected upon you through this advertisement and in two (2) consecutive issues of the Gazette and three (3) Newspapers.

AND TAKE FURTHER NOTICE that if you desire to pursue this matter, please contact Invest Saint Lucia at 457-3400 or visit our main office at 1st Floor, Heraldine Rock Building, the Waterfront, Castries, within fourteen (14) days of the last publication of this Notice, failing which, your deposit will be forfeited.

Dated the 18th day of August, 2016.

*Seryozha Cenac
Legal Counsel/Corporate Secretary*

This Notice is prepared by Seryozha Cenac, Legal Counsel for Invest Saint Lucia, formerly the National Development Corporation, of the Heraldine Rock Building, Flr.1, The Waterfront, Castries, St. Lucia, West Indies, Tel: 758-457-3400/Fax:758-452-1841, Email:scenac@investstlucia.com.

TO: **DANGLADE ST. ROSE
OF UNKNOWN ADDRESS**

TAKE NOTICE that Invest Saint Lucia desires to dispose of **Block and Parcel 1421B 236** for which you have a deposit entered in your favour.

AND TAKE FURTHER NOTICE that Invest Saint Lucia desires to obtain communication from you of your continued interest in the said parcel, notice of which is effected upon you through this advertisement and in two (2) consecutive issues of the Gazette and three (3) Newspapers.

AND TAKE FURTHER NOTICE that if you desire to pursue this matter, please contact Invest Saint Lucia at 457-3400 or visit our main office at 1st Floor, Heraldine Rock Building, the Waterfront, Castries, within fourteen (14) days of the last publication of this Notice, failing which, your deposit will be forfeited.

Dated the 18th day of August, 2016.

*Seryozha Cenac
Legal Counsel/Corporate Secretary*

This Notice is prepared by Seryozha Cenac, Legal Counsel for Invest Saint Lucia, formerly the National Development Corporation, of the Heraldine Rock Building, Flr.1, The Waterfront, Castries, St. Lucia, West Indies, Tel: 758-457-3400/Fax:758-452-1841, Email:scenac@investstlucia.com.

**IN THE EASTERN CARIBBEAN SUPREME COURT
IN THE HIGH COURT OF JUSTICE**

SAINT LUCIA

CLAIM NO.: SLUHCV 2015/0988

BETWEEN:

MON REPOS EASTERN CO-OPERATIVE CREDIT UNION 1986 LIMITED
whose registered office is situate at Mon Repos in Quarter of Micoud

Claimant

and

(1) GABRIEL SYLVANE SMITH
(2) LEONILLA SMITH of Up the Line, Micoud

Defendants

NOTICE

TO: (1) GABRIEL SYLVANE SMITH and (2) LEONILLA SMITH whose last known address was Up the Line, in the Quarter of Micoud in Saint Lucia.

TAKE NOTICE that an action has been commenced against you in the High Court of Justice (Saint Lucia) MON REPOS EASTERN CO-OPERATIVE CREDIT UNION 1986 LIMITED in which the Claimant claims sums due by virtue of your breach of certain credit facilities.

PURSUANT to the CPR Rule 5.13 service of the Claim Form in this action is being effected on you by this advertisement in two (2) consecutive issues of a local newspaper circulating in Saint Lucia and two (2) consecutive issues of the Official Gazette.

IF YOU DESIRE to defend the said action you must within twenty-eight (28) days of the last publication of this advertisement file an Acknowledgment of Service at the Registry of the High Court of Justice in the City of Castries, and within twenty-eight (28) days file a Defence.

IN DEFAULT OF such Acknowledgment or Defence judgment may be entered against you.

A COPY of the Claim documents can be obtained at the High Court Office at Peynier Street, Castries, Saint Lucia or at the Chambers of Charles Mangal and Paul, 24 Bridge Street, Castries, Saint Lucia.

Dated this 4th day of August, 2016.

*CHARLES MANGAL AND PAUL
Per: Tessa Paul
Legal Practitioner for the Claimants*

This document is being filed on behalf of the Claimant by: CHARLES MANGAL AND PAUL, CHAMBERS., 24 Bridge Street, Castries, Saint Lucia, Tel: (758) 457 1055, 457 1056 or 459 5555 at Fax: (758) 457 1055 or Email: cmp@charlesmangalandpaul.com The Court Office is situate at Peynier Street, Castries, Saint Lucia telephone number 453-1916, Fax: 453-2071, E-mail: stluhco@eccourts.org. The Court Office is open between 9:00am and 2:00pm Mondays to Thursdays and 9:00am to 3:00pm on Fridays except public holidays.

[First Publication]

**THE EASTERN CARIBBEAN SUPREME COURT
IN THE HIGH COURT OF JUSTICE**

SAINT LUCIA

CLAIM NO. SLUHCV2016/0166

BETWEEN:

ROYAL BANK OF CANADA formerly RBTT BANK
CARIBBEAN LIMITED

Claimant

And

ALEXANDER JOSEPH

Defendant

TO: - ALEXANDER JOSEPH whose last known address was Grass Street, Castries.

TAKE NOTICE that an action has been commenced against you in the High Court of Justice Saint Lucia No. SLUHCV2016/0166 by ROYAL BANK OF CANADA formerly RBTT BANK CARIBBEAN LIMITED in which the Claimant claims liquidated damages.

AND service of the Notice of the Claim Form in this action on you is being effected by this advertisement in two consecutive issues of the local Newspaper circulating in St Lucia and two consecutive issues of the Official Gazette.

THE CLAIM Form and Statement of Claim can be viewed at the High Court Office at La Place Carenage, Jeremie Street, Castries, Saint Lucia or at the Chambers of McNamara & Co., 20 Micoud Street, Castries, Saint Lucia.

IF YOU desire to defend the said action you must within 28 days of the last publication of this advertisement enter an acknowledgment of service, within 42 days of the last publication of this advertisement enter a Defence, at the Registry of the High Court of Justice in the City of Castries, and serve the Defence on the Claimant.

IN DEFAULT of such acknowledgment and/or Defence the Claimant will be entitled to apply to have judgment entered against you. If the Claimant does so, you will have no right to be heard by the Court except as to costs or the method of paying any judgment unless you apply to set judgment aside.

Dated: This 17th day of August, 2016.

*McNAMARA & CO.
Per: Zinaida C. McNamara
Legal Practitioners for the Claimant*

The Claimant's address for service is McNamara & Co., Chambers, 20 Micoud Street, Castries, Saint Lucia, Telephone no. (758)4522-2662, Fax No. (758) 452-2885, email: mcnamara.co@candw.lc. This Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia, Telephone No. (758) 453-1916, Fax No. (758)453-1917. The Office is open between 9:00 am to 2:00 pm Mondays to Thursdays and 9:00 am to 3:00 pm on Fridays, except public holidays. The Office can also be contacted via Email at sluhco@eccourts.org.

[Second Publication]

**THE EASTERN CARIBBEAN SUPREME COURT
IN THE HIGH COURT OF JUSTICE**

SAINT LUCIA

CLAIM NO. SLUHCV2016/0186

BETWEEN:

ROYAL BANK OF CANADA formerly RBTT BANK
CARIBBEAN LIMITED

Claimant

And

(1) NICHOLAS ST PRIX
(2) SAMANTHA ST PRIX

Defendants

TO: - (1) NICHOLAS ST PRIX & SAMANTHA ST PRIX whose last known address was Tapion, Castries.

TAKE NOTICE that an action has been commenced against you in the High Court of Justice Saint Lucia No. SLUHCV2016/0186 by ROYAL BANK OF CANADA formerly RBTT BANK CARIBBEAN LIMITED in which the Claimant claims liquidated damages.

AND SERVICE of the Notice of the Claim Form in this action on you is being effected by this advertisement in two consecutive issues of the local Newspaper circulating in St Lucia and two consecutive issues of the Official Gazette.

THE CLAIM FORM and Statement of Claim can be viewed at the High Court Office at La Place Carenage, Jeremie Street, Castries, Saint Lucia or at the Chambers of McNamara & Co., 20 Micoud Street, Castries, Saint Lucia.

IF YOU DESIRE to defend the said action you must within 28 days of the last publication of this advertisement enter an acknowledgment of service, within 42 days of the last publication of this advertisement enter a Defence, at the Registry of the High Court of Justice in the City of Castries, and serve the Defence on the Claimant.

IN DEFAULT of such acknowledgment and/or Defence the Claimant will be entitled to apply to have judgment entered against you. If the Claimant does so, you will have no right to be heard by the Court except as to costs or the method of paying any judgment unless you apply to set judgment aside.

Dated: This 17th day of August, 2016.

*McNAMARA & CO.
Per: Zinaida C. McNamara
Legal Practitioners for the Claimant*

The Claimant's address for service is McNamara & Co., Chambers, 20 Micoud Street, Castries, Saint Lucia, Telephone no. (758)4522-2662, Fax No. (758) 452-2885, email: mcnamara.co@candw.lc . This Court Office is at La Place Carenage, Jeremie Street, Castries, Saint Lucia, Telephone No (758)453-1916; Fax No. (758)453-1917. The Office is open between 9:00 am to 2:00 pm Mondays to Thursdays and 9:00 am to 3:00 pm on Fridays, except public holidays. The Office can also be contacted via Email at sluhco@eccourts.org .

[Second Publication]