



EXPRESSION OF INTEREST

GOVERNMENT OF BARBADOS

MINISTRY OF ENERGY, BUSINESS DEVELOPMENT & CONSUMER AFFAIRS

FOR CONSULTANCY:

Project Financial Administrative Assistant for the SMARTER Project

DEADLINE: 11:30 P.M. Monday, August 31, 2026

1. The Government of Barbados through the Ministry of Energy, Business Development and Consumer Affairs (MEBC) is committed to achieving the goal of 100% renewable energy as articulated by the Barbados National Energy Policy (BNEP). The Sustainable Management and Resilient Thinking for our Energy Revolution (SMARTER) project supports this goal by focusing on the development of biomass and organic waste resources for energy, promoting the circularity of agricultural and other organic waste streams, and accelerating renewable energy pipeline development through bioenergy pilot and demonstration activities.
2. The SMARTER project comprises five components aimed at (i) strengthening government capacity, (ii) enabling sustainable biomass exploitation for energy generation, (iii) accelerating renewable energy through bioenergy pilots, (iv) increasing knowledge in the mini-grid market, and (v) establishing robust monitoring and evaluation systems.
3. The objective of this consultancy is to provide efficient administrative coordination and sound financial management of project activities under the SMARTER Project. The Project Financial Administrative Assistant will support the Project Manager with day-to-day administrative, financial, and logistical matters, including project documentation and filing, financial record-keeping and expenditure tracking, and support for recruitment, travel, procurement follow-up, and audit processes, while ensuring compliance with Government, United Nations Development Programme (UNDP) and Global Environment Facility (GEF) requirements.
4. Additionally, this coordination support is essential for informing timely progress reporting to the Ministry, the Project Steering Committee, and UNDP, and for ensuring that Funding Authorization and Certificate of Expenditure (FACE) forms and supporting financial records are validated and audit-ready.
5. The Government of Barbados, through the MEBC, now invites Proposals from eligible Individual Consultants to provide the required services.
6. The successful Individual will be required to enter into a contract drafted by or in a form approved by the Solicitor General or other legal officer of the Public Service approved by her.
7. All submissions should be uploaded to the Government's procurement portal which can be found at <https://gov-bb.bonfirehub.com> "Expression of Interest – Project Financial Administrative Assistant for the SMARTER Project" no later than **11:30 p.m., Atlantic Standard Time, Monday, August 31, 2026**.



8. All queries from interested bidders must be submitted electronically to <https://gov-bb.bonfirehub.com/> through the Vendor Discussions section under the respective Project (procurement) by Wednesday, August 19, 2026.
9. Responses to all requests for clarification will be issued through the Government's procurement portal by Wednesday, August 26, 2026.
10. Interested bidders should register in the Government's procurement portal at <https://gov-bb.bonfirehub.com/login/>. Detailed instructions for registration are available at <https://procure.gov.bb>.
11. Once registered, bidders will have access to the relevant information, may submit questions, and respond to the procurement opportunity.
12. No bid will be considered unless it complies with the conditions set out in this notice.
13. Applicants will be advised of the results of their applications in due course.
14. The Government of Barbados reserves the right to accept or reject any application received.