

**Saint Vincent and the Grenadines
BERYL EMERGENCY RESILIENT RECOVERY PROJECT**

**Request For Expressions of Interest
Consulting Services – Individual Consultant**

**Assignment Title:
Procurement Specialist
SVG-BERRY-CS-INDV-03**

The Government of St. Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank), towards the Beryl Emergency Resilient Recovery (BERRY) Project and it intends to apply part of the proceeds towards consultancy services for a procurement specialist.

The Project Development Objective of the BERRY project is to support Saint Vincent and the Grenadines to (i) provide short-term income support and restore economic activity and (ii) build back better critical infrastructure and services impacted by Hurricane Beryl. To execute the Project, the GoSVG is establishing an implementation unit which requires the services of a procurement specialist under the BERRY Project.

The Procurement Specialist will be responsible for the procurement and contract management aspects of the BERRY, as well as with the general implementation aspects, as needed. This will entail, among other things, working closely with the Project Coordinator and all relevant ministries and agencies to facilitate the procurement of all goods, works and services required under the Project.

The position of Procurement Specialist is a contracted full-time staff position and work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines. The detailed Terms of Reference (TOR) for the assignment can be found below.

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Consultants to indicate their interest in providing the Services. Required qualifications and experience include, inter alia, the following:

- A Bachelor's Degree in any of the following areas: Business Administration, Law, Economics, Engineering, Quantity Surveying, Project Management, or other relevant degree with at least 3 years' experience in procurement, project management or purchasing.
- Experience with donor programs and knowledge of procurement regulations and standard procurement documents used by multilateral and/or bilateral donors.
- Experience in contract management, supervision of goods and works and handling of claims

- Training in the Bank's procurement procedures, and practical experience in application of the WB's Procurement Regulations, use of bidding documents and consultant's selection procedures and documents would be an asset.

The attention of interested Consultants is drawn to Section III. Governance, paragraphs 3.14 - 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" Fifth Edition: September 2023, that sets forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) Selection method set out in the Procurement Regulations. Further information can be obtained at the address below during the hours 8:00 a.m. to 4:00 p.m.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **February 21, 2025**. The desired commencement date is **April 01, 2025**.

Recardo Frederick

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GOVERNMENT OF SAINT VINCENT AND THE GRENADINES

Beryl Emergency Resilient Recovery (BERRY) Project

Terms of Reference

Procurement Specialist

Summary

Saint Vincent and the Grenadines (SVG) has received financing from the International Development Association (World Bank) towards the cost of implementing various projects to support the recovery from the impacts of hurricane Beryl, the Beryl Emergency Resilient Recovery Project (BERRY). The Project Development Objective of the BERRY is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the passage of hurricane Beryl. The BERRY comprises three components that seek to achieve the development objectives. A detailed description of the project components is provided in Annex 1. To execute the project, the GoSVG is establishing an implementation unit which will require the services of a PROCUREMENT SPECIALIST under the Project.

Scope of Services

The position of PROCUREMENT SPECIALIST is a contracted full-time staff position and work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines.

The Specialist will be responsible for the procurement and contract management aspects of the BERRY, as well as with the general implementation aspects as needed. This will entail, among other things, working closely with the Project Coordinator and all relevant ministries and agencies to facilitate the procurement of all goods, works and services required under the Project.

Responsibilities

The PROCUREMENT SPECIALIST will assist the Director of Economic Planning in all contracts and procurement related matters of the BERRY. He/She will work under the overall management of the Director of Economic Planning but will report to the Project Coordinator in execution of the following tasks listed below in a dynamic and proactive manner. The Specialist will be responsible for preparing all periodic reports on project procurement and contract management status.

Duties and Responsibilities

- Assist with project implementation; ensure that bidding processes are initiated, executed and completed in accordance with the World Bank's procurement regulations; report on all matters relating to procurement of goods, works and services under the project and provide systematic, timely information for use by the Government and the funding agencies on the procurement of all civil works, goods, non-consulting and consulting services for the BERRY.
- Prepare and update the project procurement plan and corresponding budget for tracking purposes, using the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) website.

- Interact with and provide support to BERRY project technical staff (including environmental and social specialists), technical consultants and other Government officers as required in preparing and reviewing the Terms of Reference for Consultants and Specifications/Drawings/ Bills of Quantities etc. for goods and works.
- Coordinate with the Environmental and Social, and other relevant project specialists to ensure that procurement documents duly incorporate the requirements of the Environmental and Social Framework (ESF).
- Prepare relevant documents and ensure timely publication of notices (e.g., GPN, Specific Procurement Notices, Request for EOI, etc.) required for the selection of bidders, contractors, and consultants.
- Maintain a register of qualified bidders and consultants and ensure periodic update of the register inclusive of performance-monitoring on awarded contracts.
- Initiate conduct and/or coordinate all aspects of the procurement process for any procurement method and provide support in the selection of consultants, bidders, or contractors where necessary.
- In cases of procurement actions requiring the Bank's "no objection", send procurement documents via STEP to the Bank, monitor the Bank's response time on issuing "no objections" at different levels of the procurement process and follow-up accordingly.
- Coordinate bid/proposal evaluation processes and prepare and/or assist with the preparation of the relevant evaluation reports to substantiate requests for approval to the World Bank, the Central Procurement Board or other relevant entity.
- Prepare and/or provide support in preparation of the final contracts and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Government, Accounts Department, Technical Officers, Consultants, Bidders, and the Bank).
- Monitor timely receipt of the goods, provisional acceptance of works and consultants' reports and issue final acceptance certificates by the Project in respect to delivery of goods, handing over of works, completion of services.
- Monitor the receipt of the Bidders and Consultants invoices and ensure the request does not exceed the contract amount. Where required payments exceed the contract amount, verify the validity of the invoice, and prepare the requisite approval requests for the applicable contract increase and amend the contract accordingly.
- Assist in dealing with any claims during implementation or any dispute or arbitration arising from performance of the contractors/bidders/ consultants.
- Direct and /or assist with establishment of the Project's procurement filing system and ensure timely input of all relevant documents in their respective files.
- Work closely with the Financial Management Specialist/Accountant of the PSIPMU in preparing budgetary estimates, ensuring timely, complete documentation of actual expenditures incurred in relation to procurement of civil works (including professional fees), goods and services, in the preparation of variance analyses for inclusion in the Unaudited Interim Financial Reports (UIFRs) and in the execution of the yearly external audits.
- Manage the distribution of equipment, materials and supplies procured under the project to the end-users and establish and maintain an inventory including final destinations of all goods/equipment procured under the project, including specifically inventories of all goods/equipment supplied under the Project.
- Develop effective contract administrative and monitoring procedures and provide training to PSIPMU staff as required.
- Prepare procurement related sections for inclusion in the quarterly progress reports, and other reports/information as may be requested by the Director of Economic Planning/Project Coordinator and in any forms [reports/diagrams] that might be required by the Project's needs.
- Perform other related duties as assigned by the Director of Economic Planning/Project Coordinator.

Qualifications/ Experience

- A Bachelor's Degree in any of the following areas: Business Administration, Law, Economics, Engineering, Quantity Surveying, Project Management, or other relevant degree with at least 3 years' experience in procurement, project management or purchasing.
- Experience with donor programs and knowledge of procurement regulations and standard procurement documents used by multilateral and/or bilateral donors.
- Experience in contract management, supervision of goods and works and handling of claims
- Training in the Bank's procurement procedures, and practical experience in application of the WB's Procurement Regulations, use of bidding documents and consultant's selection procedures and documents would be an asset.
- Demonstrated ability to work in teams within a collaborative mode.
- Fluency in English and good communication skills.

Duration

The contract will be two (2) years. However, the selected candidate will be on probation for three months and based on satisfactory performance will continue for two years and then extended until the end of the project closing date based on satisfactory performance.

Remuneration

Remuneration will be commensurate with qualifications and experience.

Performance Indicators

The consultant, among others, will help with the steps of Procurement Process, such as:

- ✓ Draft, coordinate, review and/or assist in the preparation of the following solicitation documents:
 - Requests for Expressions of Interest → (no longer than 3 business days)
 - Requests for Quotations → (no longer than 3 business days)
 - Purchase Orders (for procurement of goods using Request for Quotations → (no longer than 3 business days)
 - Bidding Documents and Request for Proposals → no longer than 5 business days)
- ✓ Draft Requests for no-objection via STEP (Systematic Tracking of Exchanges In Procurement) to procurement activities where necessary → no longer than 2 business days
- ✓ Input/ upload, Update and maintain procurement processes for each activity / contract on STEP and in the Procurement Plan (excel format) ensure appropriate notes are made for reallocation of funds, discontinuation of activities etc. → no longer than 5 business days
- ✓ Prepare GPN / Specific Procurement Notices and ensure it is advertised as necessary. → no longer than 3 business days
- ✓ Attend and record Minutes of Bid Openings. → Same day
- ✓ Prepare all forms for the evaluation and selection of consultants, contractors and suppliers, and assist the Evaluation Committees during the evaluations. → no longer than 5 business days

- ✓ Table evaluation reports for approval by the relevant authority (Permanent Secretary, departmental directors, project coordinator etc.) to allow for award of all contracts, → no longer than 5 business days
- ✓ Preparation of letters to contractors/bidders and consultants regarding award of contract, discharge of bid securities, discharge of performance securities and any other document required by the WB procurement Regulations as well as per SVG Public Procurement regulation, which are relevant → no longer than 5 business days
- ✓ Prepare notification of intent to award and or award of contracts, letters to unsuccessful bidders and publication of award of contracts. → no longer than 5 business days
- ✓ Receive complaints and draft responses for the approval of the Project Coordinator to be submitted to the authorities for signature. → no longer than 1 business days
- ✓ Ensure the timely submission of signed contracts to the World Bank, Audit, Accountant General, Director of Finance and the implementing agencies and to confirm receipt → no longer than 3 business days
- ✓ Review and provide feedback to the Project Coordinator on the database of bidders maintained to facilitate procurement under RfQs procedures → no longer than 3 business days
- ✓ Review and signoff on the List of Contracts (Goods, Works and Consultant's Services) procured under the various Projects to be included into the Financial Statements → no longer than 5 business days
- ✓ Work with the Project Coordinator and other project specialists to coordinate Site Visits, Pre-bid Meetings and Pre-proposal Conferences → no longer than 3 business days
- ✓ With assistance from the Project Coordinator engage the appropriate technical officers including the – Safeguards, Technical Team on procurement activities
- ✓ Maintain filing system for management of procurement processes → no longer than 5 business days

Monitoring and Reporting

- ✓ Use the approved annual work plans for updating of the procurement plan and keeping STEP duly updated with information and documentation.
- ✓ Ensure that goods/services/works are procured in accordance with the approved Procurement Plan, with respect to timelines and in keeping with estimated costs.
- ✓ Follow up with Bidders and Contractors for invoices for works and services completed/in progress. This includes visiting Project Site when possible, to monitor progress of works and services.
- ✓ Attend Project review meetings with Donor Agencies to discuss project status.
- ✓ Ensure labeling of all Fixed Assets procured
- ✓ Participate in and contribute to Post Procurement Review and Annual Audits for the Project.
- ✓ Facilitate regular (e.g., weekly) reporting to the Bank, Internal Technical Departments and Permanent Secretary on procurement status including achievements, delays and challenges,
- ✓ Ensure timely updating and reporting of procurement activities to facilitate reporting by Financial Management Specialist and Project Coordinator.

Overall Administration and other Activities related to Procurement Process

- ✓ Ensure accurate filing of Project related correspondence, including providing guidance to the administrative team regarding the maintenance and security of Project records
- ✓ With the authorization of the Project Coordinator, procure equipment and other related office supplies for the PIUs.
- ✓ Undertake other specific tasks, within the competence of the incumbent, as may be assigned by the Project Coordinator as required under the Projects within PIU-of the Ministries responsibility.
- ✓ Update and maintain work plan on assigned duties and provide regular feedback on implementation.

- ✓ Assist the Project Coordinator with close out of all project processes and activities (by returning all guarantees, bid securities, pay out of retention,) and documenting lessons learned and best practices
- ✓ Maintain integrity and confidentiality in the discharge of services and of all documents and information made available in the discharge of these services.
- ✓ Execute all services to the best ability and in accordance with approved and recognized code of ethics of the Government of St. Vincent and the Grenadines.
- ✓ Help clients to establish a single market database of local and regional consultants/firms/bidders active in project specific domain. The database should include the basic parameters to screen the market in order to streamline the selection/bidding criteria upfront (e.g., financial turnover, general and specific experience, completed contracts, etc.).