

CARIBBEAN DIGITAL TRANSFORMATION PROJECT
St. Vincent and the Grenadines

Request For Expressions of Interest for Consulting Services

ASSIGNMENT TITLE: Procurement and Contract Management Officer
Reference No.: SVGCARDTP-C-IC-6

Saint Vincent and the Grenadines (SVG) has received financing from the International Development Association (World Bank) towards the cost of the Caribbean Digital Transformation Project -CARDTP - (the Project). The Government of SVG (GoSVG) intends to hire a Procurement and Contract Management Officer to assist the CARDTP's Project Coordinator in all contracts and procurement-related matters of the Project.

The position of Procurement and Contract Management Officer is a contracted full-time staff position and work will be performed at the office of the Project Implementation Unit, CARDTP within the Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines.

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

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. Qualifications and experience are as follows:

- A Bachelor's Degree in any of the following areas: Business Administration, Law, Economics, Engineering, Project Management, or other relevant degree with working experience in a procurement, project management, or purchasing role within the last eight years.
- Experience with donor programs and knowledge of procurement regulations and bidding 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.

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" July 2016, revised November 2017, July 2018, and November 2020 setting 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 9:00 a.m. to 15.30 p.m.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **Friday, January 19, 2024.**

Director General, Finance and Planning
Ministry of Finance, Economic Planning and Information Technology
Second Floor, Administrative Building
Bay Street
Kingstown
Saint Vincent and the Grenadines

E-mail: office.finance@gov.vc procurement@gov.vc wgeorge@gov.vc and
ssutherland@svgcpd.com

SAINT VINCENT AND THE GRENADINES
Caribbean Digital Transformation Project

Terms of Reference
PROCUREMENT AND CONTRACT MANAGEMENT OFFICER

Background

The Government of St. Vincent and the Grenadines has received financing from the World Bank Group for the implementation of the Caribbean Digital Transformation Project (CARDTP or the Project). The Caribbean Digital Transformation Project (CARDTP) comprises four components that address key bottlenecks and harness opportunities to develop the Eastern Caribbean Digital Economy as a driver of growth, job creation, and improved service delivery.

The CARDTP development objective is to increase access to digital services, technologies, and skills by governments, businesses, and individuals in the participating Eastern Caribbean countries. It leverages public sector modernization and digitization to improve service delivery and to drive the creation of a digital culture across the region.

To support the improved management of digital risks, the project will bolster cybersecurity policy, capacity, and planning tools in the region. It will facilitate technology adoption to improve the productivity of flagship industries and create demand for digitally enabled jobs. It also aims to foster regional integration and cooperation to capture the economies of scale and scope required to increase the impact and value for money of the project interventions and to create a more competitive, seamless regional digital market to attract investment and provide room for growth of digital firms. A detailed description of the project components is outlined in Annex 1.

Scope of Services

The position of Procurement and Contract Management Officer is a contracted full-time staff position and work will be performed at the office of the Project Implementation Unit, CARDTP within the Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines.

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

Responsibilities

The Procurement and Contract Management Officer will assist the CARDTP's Project Coordinator in all contracts and procurement-related matters of the Project. He/She will work under the overall management of the Director General, Finance and Planning, but will report to the Project Coordinator in the execution of the following tasks listed below in a dynamic and proactive manner.

The Officer will be responsible for preparing all periodic reports on project procurement and contract management status.

Specific Duties

- Assist with project implementation generally; ensure that bidding processes are initiated, executed, and completed in accordance with the relevant procurement regulations; report on all matters relating to the 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 CARDTP.
- 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 the Government's technical officers, in reviewing the Terms of References for Consultants and Specifications/Drawings/ Bills of Quantities for goods and works.
- Prepare relevant documents and ensure timely publication of notices (e.g. General Procurement Notices, Specific Procurement Notices, Request for Expression of Interest, etc.) required for the selection of suppliers, contractors, and consultants.
- Maintain a register of qualified suppliers and consultants and ensure periodic updates of the register inclusive of performance monitoring.
- Initiate, conduct, and/or coordinate all aspects of the procurement process for any procurement method and provide support in the selection of consultants, suppliers, 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 the 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, Suppliers, and the Bank).
- Monitor timely receipt of the goods, provisional acceptance of works, and consultants' reports and issue final acceptance certificates by the Project with respect to delivery of goods, handing over of works, and completion of services.

- Monitor the receipt of the Suppliers' and Consultants' invoices and ensure the request does not exceed the contract allowance. Where required payments exceed the contract amount, verify the validity of the invoice, and prepare the requisite approval requests for the applicable contract increase.
- Assist in dealing with any claims during implementation or any dispute or arbitration arising from the performance of the contractors/ suppliers/ consultants.
- Direct and /or assist with the 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 Officer/Accountant of the PSIPMU in preparing budgetary estimates, ensuring timely, complete documentation of actual expenditures incurred in relation to the 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 specific inventories of all goods/equipment supplied under the Project.
- Develop effective contract administrative and monitoring procedures, and provide training to 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 General, Finance and Economic Planning and in any forms [reports/diagrams] that might be required by the Project's needs.
- Perform other related duties as assigned by the Director General, Finance and Planning.

Qualifications/ Experience

- A Bachelor's Degree in any of the following areas: Business Administration, Law, Economics, Engineering, Project Management, or other relevant degree with working experience in a procurement, project management, or purchasing role within the last eight years.
- Experience with donor programs and knowledge of procurement regulations and bidding 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 in the first instance and would be subject to extension 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 General Procurement Notice / 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 etc,) to allow for award of all contracts, → no longer than 5 business days
- ✓ Preparation of letters to contractors/suppliers 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 St. Vincent and the Grenadines 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 suppliers maintained to facilitate procurement under RFQ 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 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 Suppliers 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 Officer 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);

Form for Performance Evaluation

1. Loan, Credit, or Grant No.
2. Borrower (Client)
2. Project Name
3. Consultants Name, Nationality, 2 and Address
4. Description of Services (brief, less than a quarter of a page)
5. Contract Date
6. Contract Completion Date
7. Actual Completion Date
8. Original Contract Amount (Approx. in US\$)
9. Final Contract Amount (Approx. in US\$)
10. Evaluation, based on (a) your own knowledge, (b) a review of the records, and (c) discussions with the respective implementing agency.

Score Rating

- a) 5 Outstanding
- b) 4 Good
- c) 3 Adequate
- d) 2 Marginally adequate
- e) 1 Unsatisfactory

Explanation of Above Score (Use additional sheets, if necessary)

Manager's Name Signature Unit's Acronym Date