

## **Saint Vincent and the Grenadines**

### **Procurement Officer Terms of Reference**

## **Saint Vincent and the Grenadines**

### **Construction and Rehabilitation Programme Unit -Saudi Fund for Development Project**

#### **1. Background**

The Government of St. Vincent and the Grenadines has received financing from the Saudi Fund for Development (SFD) and intends to apply part of the proceeds for the payment of goods, works, related services and consultancy services to be procured under the project. The project is implemented by the Ministry of Finance, Economic Planning, and Information Technology.

#### **The Project Implementation Unit**

The Government of SVG (GoSVG) is establishing a Project Implementation Unit (PIU) at the Ministry of Finance, Economic Planning and Information Technology, Economic Planning Division (EPD) responsible for implementing the project activities and coordinating with relevant ministries. The PIU will have the following positions: Project Manager, Architect Financial Management Officer, Procurement Officer, Environmental Specialist, Social Safeguards Specialist, Project Engineer, Quantity Surveyor, Project Officer and administrative support.

The PIU will be a fully integrated part of the EPD structure, relying on EPD resources to deliver Project activities, including project planning, financial management, procurement, administrative support, environmental and social safeguards, and reporting in accordance with both Government and SFD requirements.

#### **1. Objectives of the assignment**

The objective of the assignment is to ensure effective and efficient procurement under the SFD in strict compliance with the Financing Agreement and other documents regulating procurement under the SVG Procurement Act of 2018 and Regulations of 2019.

#### **Key tasks and responsibilities**

Under the general control and direction of the Project Manager, the Consultant will undertake the following tasks, in accordance with the Financing Agreement, the SFD procurement guidelines, the Project Operational Manual, relevant Saint Vincent and the Grenadines' Procurement policies/regulations/laws, or any other relevant guidelines provided by the EPD.

### **Project establishment**

- (a) Support the establishment of the project during its initial stages specifically with respect to procurement and support for the establishment and administration of contracts, as well as with the recruitment of project staff, and the establishment of policies, procedures, manuals, and systems.
- (b) Develop, update and maintain an appropriate database to support procurement management and record keeping.

### **Planning and Management**

- (c) Lead the development of the project's annual procurement plan and Procurement Management.
- (d) Establish the procurement plan in the online system and update it as necessary.
- (e) Ensure practical and realistic scheduling of all procurement activities as well as ensuring the timely procurement and delivery of goods, works, and services.
- (f) Establish a quality assurance mechanism for all procurement to be carried out as part of the Project.
- (g) Contribute to the development of the Project's annual planning processes.
- (h) Ensure full adoption and use of all procurement systems by the project i.e. the SFD procurement guidelines and the SVG Procurement Act of 2018 and Regulations of 2019.
- (i) Prepare the necessary procurement documentation for goods, works, and non-consulting and consulting services as per applicable procedures: including the preparation of advertisements, the preparation of bidding documents, requests for proposals, contracts, evaluation reports etc.
- (j) Support the PIU and the participating ministries with elaboration of the technical specifications and Terms of Reference and contract management
- (k) Support the Project with the identification of potential suppliers, contractors, and consultants.
- (l) Support the Project with debriefing and complaint handling, including keeping compliant records.
- (m) Provide all reasonable support for any review or audit of project procurement.

### **Reporting**

- (n) Ensure up-to-date reporting on all procurement activity milestones to the Project Manager, and other relevant senior staff.
- (o) Monthly report on the progress of project procurement activities.
- (p) Prepare timely and accurate quarterly procurement reports including reporting against project procurement plan Key Performance Indicators (KPIs).
- (q) Provide procurement information as requested for management and review purposes.
- (r) Contribute to the delivery of quarterly monitoring and evaluation reports.
- (s) Contribute to the preparation of the six-monthly Progress Reports, for submission to the EPD, SFD and the Project Steering Committee.

- (t) Provide details on project procurement for the EPD and other project stakeholders as may be necessary.

### **Leading and Supporting**

- (u) Lead the management of all project procurement activities including the establishment of evaluation committees in accordance with SFD requirements.
- (v) Represent PIU at inter-governmental procurement meetings relevant to the Project, as required.
- (w) Support the development of the project risk management plan and ensure project procurement risks are timely identified, updated, and mitigated.

### **Organizing**

- (x) Ensure project staff receive appropriate training and capacity building in procurement procedures and systems.
- (y) Manage internal and external communications with respect to Project procurement.

### **Advice**

- (z) Provide strategic and operational level budget advice relating to procurement activities.

### **Performance Appraisal and Staff Supervision**

- (aa) Support the performance management of staff with respect to procurement matters.
- (bb) Support the development of terms of reference for project staff, and ensure they are kept up to date with respect to procurement matters.

### **Technical**

- (cc) Maintain the necessary level of technical and operational skills to fulfil the duties outlined.

### **Other Duties**

- (dd) Perform other relevant and related duties reasonably requested by the Project Manager.

### **Reporting**

The Consultant should report to the Project Manager and receive guidance and control with respect to the EPD operations and reporting requirements from EPD.

### Key deliverables

Activity	Timing
Develop and maintain procurement policies and procedures in accordance with SFD and government requirements.	Upon commencement and over the entire Project duration
Contribute to Work Plan and Budget	Upon commencement and annually or on an as-needed basis
Procurement Documents - advertisements, shortlisting reports, bidding documents, requests for proposals, request for quotations, evaluation reports, contracts, etc.	In accordance with the agreed procurement plan
Procurement report to EPD	Monthly
<i>Procurement report to SFD</i>	<i>Quarterly</i>
Contribute to Monitoring and Evaluation Reports	Quarterly
Contribute to Progress Reports	Six-monthly
Provide files and documentation for Project Audit	Annually
Provide support with procurement post-review	As necessary

### Contract duration and conditions.

- (a) The contract will be for an initial period of two years and is subject to a probationary period of six months. The contract may be extended subject to satisfactory performance.
- (b) Performance will initially be reviewed at six months, and thereafter for annual reviews.
- (c) This is a full-time position based in St. Vincent and the Grenadines and may involve travel to project sites.
- (d) The position is open to Vincentian citizens or those eligible for a work permit in St. Vincent and the Grenadines.

### Mandatory and desirable qualification requirements

#### (a) Mandatory

##### (i) Education

- Bachelor's degree in relevant fields such as procurement, law, finance, accounting, business administration and project management

##### (ii) Experience

- **At least 3 years' proven practical experience in procurement management or in a similar role.**
- Demonstrated ability to develop, implement, and monitor comprehensive project procurement plans, and to undertake complex procurements.

**(iii) General**

- Strong ethics, personal organizational skills, and ability to manage own workload.
- Good communication and interpersonal skills with the ability to make presentations to a broad range of audiences.
- Good writing skills with the ability to prepare accurate reports; fluency (oral and written) in English is essential.

**(b) Desirable**

- At least 3 years' experience with donor-funded projects, especially involving international financial institutions such as the World Bank, EU etc..
- Relevant postgraduate or professional qualifications.
- Membership of a relevant professional organization.
- Proficiency in Microsoft Office Suite