

**SAINT VINCENT AND THE GRENADINES**

**TERMS OF REFERENCE**

**PROCUREMENT OFFICER FOR STRENGTHENING RESPONSE RECOVERY AND  
RESILIENCE IN THE HEALTH SECTOR PROJECT**

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**SUMMARY**

The Procurement Officer (PO) will support the Project Team in the Ministry of Health, Wellness, Environmental Health and Energy (MOHWEE) in the implementation of the Strengthening Response, Recovery and Resilience in the Health Sector Project under the COVID-19 Response Programme. Specifically, the Procurement Officer will be responsible primarily for the procurement and contract management of goods, consulting services and works and other related services under the COVID-19 Response Programme. In the execution of the tasks, the Procurement Officer would be required to work closely with Line Ministries, Departments /Agencies and other project stakeholders.

**DUTIES AND RESPONSIBILITIES**

The position of Procurement Officer is a contracted fulltime position. He/She will work in the MOHWEE under the direct supervision of the Project Coordinator. The Procurement Officer will undertake the following tasks:

- (a) Prepare and update the project procurement plan and corresponding budget.
- (b) Assist in the preparation of terms of references (TORs) and technical specifications.
- (c) Liaising with relevant stakeholders for input and feedback in the preparation of documents.
- (d) Preparation and reviewing of bidding documents, Request for Proposals, Requests for Bids, Expressions of Interest or other documents required to invite bidders and consultants to submit proposals/bids.
- (e) Advertising specific procurement notices on websites, newspapers and/or other suitable mediums as necessary.
- (f) Facilitation of pre-bid meetings, bid openings and preparation of minutes to be circulated to relevant persons and bidders/consultants.
- (g) The evaluation of bids/proposals.
- (h) Preparation of contract documents.
- (i) Preparation of relevant information to communicate with consultants and bidders regarding procurement processes including bid validities, clarifications, amendments, award of contract, bid & performance securities, unsuccessful bids.

- (j) Assisting the Procurement Agent by responding to queries and other matters pertaining to the execution of the Procurement Agent Contract.
- (k) Facilitating the review and acceptance of contract deliverables.
- (l) Issuance of acceptance certificates, where relevant, after the confirmation of contractual requirements.
- (m) Monitor the issuance of final acceptance certificates by the Project in respect to delivery of goods, handing over of works and completion of services.
- (n) Maintain and update a database of qualified suppliers/consultants relevant to the programme of activities.
- (o) Provide assistance to project monitoring for report reviews, assessments, summaries, etc.
- (p) Provide relevant input to financial management.

## **QUALIFICATIONS AND EXPERIENCE**

Prospective candidates should have:

Education: A Bachelor's degree in Business Management/ Administration, Accounting or Economics, Procurement or Supply Chain Management or other related fields.

Experience:

- Experience in Supply Chain Management or Procurement.
- Experience in Public Procurement will be an asset.
- Notable experience in Health Procurement is desirable.
- Experience with donor programmes and knowledge of procurement procedures used by multilateral or bilateral donors (e.g., the World Bank, the Caribbean Development Bank, the European Union) will be an asset.

Language proficiency: Excellent writing and communication skills.

Other skills: Proficiency in Microsoft Office Suite

Contract Duration: The contract duration will be for a period of twenty-four (24) months.