

REGIONAL DISASTER VULNERABILITY REDUCTION PROJECT

Terms of Reference

Procurement & Contract Management Specialist

SVGRDVRP-IC-24 (a)

A. Background

The Government of Saint Vincent & the Grenadines has received funding from the International Bank for Reconstruction and Development (The World Bank) towards the Regional Disaster Vulnerability Reduction Project (RDVRP) and is desirous of hiring a Procurement and Contract Management Specialist (Specialist) who will be required to develop the international and national bidding documents for goods, services and civil works; prepare and submit tender evaluation reports, negotiate contracts and make recommendations for awards to the Government. The Specialist will develop effective contract administrative and monitoring procedures, and will train staff to apply them. The Specialist will be responsible for preparing all periodic reports on project procurement and contract management status.

The Specialist will be responsible for the procurement and contract management aspects of the RDVRP, as well as with the general implementation aspects as needed. This will require, among other things, working closely with other ministries and agencies involved in the implementation and coordination of different project components.

B. Responsibilities

The Specialist will assist the Director of Planning in all contracts and procurement related matters, and provide contract management and contract execution supervision services for the various components of the RDVRP. He/she will assist the Director of Planning with the preparation and negotiation of contracts for all project components.

C. Tasks

The Specialist will undertake the following tasks, in accordance with Saint Vincent and the Grenadines' purchases and tenders procedures, World Bank Procurement Guidelines, the provisions of project legal documents or any other relevant guidelines provided by the Director of Planning.

1. The Bidding Process: To ensure that bidding processes are initiated, executed and completed in accordance with the relevant guidelines the Specialist shall undertake tasks which include, but are not limited to:
 - a. Assist in the preparation of terms of reference(ToR) and technical specifications as necessary
 - b. Prepare and review bidding documents, Request for Proposals (RFP), Requests for Bids, Expressions of Interest or other documents required to invite bidders and consultants to submit proposals/bids, using standardized Forms as determined by the relevant procurement guidelines and procedures
 - c. Request no objection to procurement processes and documents, where necessary

- d. Advertise specific procurement notices on websites, newspapers and/or other suitable mediums as necessary
 - e. Initiate and coordinate the procurement process for any procurement method, and provide support in the selection of the short lists consultants and pre-qualification of suppliers or contractors where necessary.
 - f. Conduct pre-bid meetings and site visits, where necessary, and prepare minutes to be circulated to relevant persons and bidders/consultants
 - g. Attend and assist with bid opening meetings, preparing minutes to be circulated to the relevant persons and bidders/consultants
 - h. Undertake and/or assist with the evaluation of bids/proposals
 - i. Prepare and/or assist with the coordination of evaluation processes and the preparation of evaluation reports to substantiate requests for approval to award contract from the World Bank, Central Supplies Tenders Board or other relevant entity
 - j. Prepare relevant information to communicate with consultants and bidders regarding procurement processes including bid validities, clarifications, amendments, award of contract, bid & performance securities, unsuccessful bids
 - k. Prepare contracts for successful bidders/consultants
 - l. Prepare form 384 forms, or other relevant forms, to register contracts with the World Bank
2. Monitoring & Reporting and Contract Management: to ensure timely and effective monitoring and reporting as well as contract management for the project activities, the Specialist shall undertake tasks which include, but are not limited to:
- a. Maintain and update a database of qualified suppliers/consultants relevant to the project activities
 - b. Update the project procurement plan and corresponding budget for tracking purposes, identifying relevant procurement procedures, timelines and costs;
 - c. Provide assistance to project monitoring for report reviews, assessments, summaries, etc.
 - d. Provide relevant input to financial management

- e. Ensure that goods/works/services are procured in accordance with approved procurement plans, contracts and procurement guidelines
- f. Monitor the receipt of the Goods, provisional acceptance of works and consultant's monthly status reports.
- g. Monitor the issuance of final acceptance certificates by the Project in respect to delivery of goods, handing over of works and completion of services.
- h. Attend project review meetings with donor agencies and implementing agencies to discuss project status
- i. Participate in and contribute to post procurement audits

D. Lines of Reporting for Consultancy

Under the overall management and guidance of the Director of Planning, the Specialist will report to the Project Coordinator.

E. Minimum Educational Requirements

- A bachelor's degree in civil engineering, management, accounting or economics
- An MBA or post graduate diploma, or equivalent, in project management would be an asset

Minimum Experience Requirements

- Demonstrated experience with donor programmes and knowledge of procurement procedures used by multilateral or bilateral donors (for e.g. The World Bank, Caribbean Development Bank and the European Union)
- Experience in working within the public sector
- Five (5) years' experience in procurement and contract management of projects

Other Requirements

- Proficiency in Microsoft Office Suite in particular Project
- Possess strong analytical skills
- Possess strong negotiating skills
- Proficiency in English
- Possess good communication skills

F. Contract Duration

The duration of the contract is for two (2) years.