

**OECS REGIONAL TOURISM COMPETIVENESS PROJECT**

**Terms of Reference**

**Procurement and Contract Management Specialist  
SVGRTCP-C-IC-11**

**October, 2018**

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**A. Background**

The Government of Saint Vincent & the Grenadines (GoSVG) has received funding from the International Bank for Reconstruction and Development (The World Bank) towards the Regional Tourism Competiveness Project (RTCP), with some project components being jointly procured with the Government of Grenada and the Government of Saint Lucia. The RTCP is intended to enhance the competitiveness of the tourism sector by facilitating the movement of tourists within the participating countries via ferries, make improvements to selected tourism sites (such as the Fort Charlotte and anchorage sites in Saint Vincent and the Grenadines (SVG).

In a bid to enhance the project's implementation, the GoSVG is desirous of hiring a Procurement and Contract Management Specialist (Specialist).

**B. Responsibilities**

The Specialist will be responsible for the procurement and contract management aspects of the RTCP, 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.

**C. Tasks**

The Specialist will undertake the following tasks, in accordance with Saint Vincent and the Grenadines' purchases and tenders procedures the regulations, 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
  - m. Update project procurement information via the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) or other relevant medium
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 and/or assist with updating the project procurement plan
  - 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, or equivalent, in 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

#### **Contract Duration**

The duration of the contract is for 2 years and will be subject to an annual review to assess performance.