

SAINT VINCENT AND THE GRENADINES
Volcanic Eruption Emergency Project

Terms of Reference
PROCUREMENT ASSISTANT

SVG-VEEP-CS-IC-3

Summary

The Government of Saint Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank) and the European Commission under the Caribbean Regional Resilience Building Facility Single-Donor Trust Fund, towards the Volcanic Eruption Emergency Project (VEEP). The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the La Soufriere volcano eruption. The VEEP comprises three components that seek to achieve the development objectives. To execute the project, the GoSVG is establishing an implementation unit which will require the services of a Procurement Assistant.

Scope of Services

The position of Procurement Assistant is a contracted full-time staff position and work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines.

The Procurement Assistant will work under the overall management of the Director of Economic Planning but will report to the Project Coordinator in execution of their tasks. The main responsibility of Procurement Assistant is to assist the Procurement Specialist in his/her daily activities.

Duties and Responsibilities

Specific responsibilities include, but are not limited to, the services listed below:

- Assist with consolidating requests and technical specifications for procurement of goods, works, technical and consulting services;
- Assist with preparing procurement documents (e.g., invitations to bid, standard bidding documents, specifications, bid clarifications and eventual amendments, bid evaluation reports, etc.) and arranging advertising for the procurement of goods, works, technical and consulting

services, required for the project;

- Assist with organizing and managing bidder conferences, conducting the bid opening process and preparing the minutes of bid openings, in due time for bid evaluations;
- Support the evaluation committees, ensure proper documentation of committees' deliberations and findings and assist with preparing evaluation reports;
- Assist with preparing proposed notifications for contract awards, drafting of contracts, forwarding of copies of signed contracts to the World Bank (Bank); monitoring of proper and timely delivery and organizing of the distribution of all procured items complying with the contracts and within the envisioned procurement plan;
- Assist with tracking progress of procurement activities against the plans set forth in the Project Implementation Plan; highlighting variations in progress, recording reasons and maintaining procurement tracking system;
- Assist with preparing periodic procurement progress reports and updating list of completed, on-going, planned contracts and contracts subject to the Bank post review;
- Work with office and computer equipment (PC, copier, fax, scanner, etc.) in preparing and copying bidding documents, evaluation reports, contract documents, acceptance certificates and procurement reports.

Qualifications

- A bachelor's in business administration or a related field.
- Additional training in procurement, contract management, business administration or related field would be an asset.

Experience

- Minimum 2 years of overall working experience in administrative service, procurement or contracting.
- Computer literacy with practical experience in using Microsoft Office applications.
- Excellent oral and written communications skills.
- Experience with donor programmes and knowledge of procurement regulations used by multilateral or bilateral agencies will be an asset.

Reporting Obligations

The Procurement Assistant will report to the Director of Economic Planning through the Project Coordinator. The Procurement Assistant will be required to submit the following reports:

- Quarterly Progress Reports
- Annual Project Performance Reports
- Mid-term and Project Completion Reports

- End of Assignment Report
- Other reports as required

Duration

The contract will be one (1) year in the first instance and would be subject to renewal based on satisfactory performance.

Remuneration

Remuneration will be commensurate with qualifications and experience.

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ANNEX 1 – PROJECT DESCRIPTION

The VEEP has three components through which the Project Development Objective will be achieved:

Component 1: Early recovery income support (US\$7.5 million):

Subcomponent 1.1: Temporary cash transfers and social support services program (US\$4.3 million);

Subcomponent 1.2: Labour intensive temporary employment (LITE) program (US\$3 million);

Subcomponent 1.3: Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.2 million);

Component 2: Restoration and “Build Back Better” of critical services, and strengthening of emergency preparedness and response capacity (US\$31.0 million);

Subcomponent 2.1: Support to reconstruction planning that incorporates climate change considerations;

Subcomponent 2.2: The restoration and reconstruction of critical infrastructure services;

Subcomponent 2.3: Strengthening of emergency preparation and response.

Component 3: Project Management (US\$ 3.5 million)

Component 1 – Early Recovery Income Support

Early recovery income support (US\$7.5 million).

The objective of this component will be to provide temporary cash transfers to selected poor and vulnerable populations affected by the volcanic eruptions of La Soufrière and other climate-related events. The activities under Component 1 are embedded within the Government’s broader social protection strategy, which focuses on shock-responsive social assistance. This component comprises three subcomponents:

1.1: Temporary cash transfers and social support services program

1.2: Labour-intensive temporary employment program (LITE)

1.3 Strengthening of institutional capacity to administer and monitor the income support programs.

Sub-component 1.1 – Temporary Cash Transfers and Social Support Services Program

Temporary cash transfers and social support services program (US\$4.3 million).

The objective of this subcomponent is to support the continuation, expansion, and strengthening of the ongoing temporary cash transfers and complimentary social support services. This sub-

component will finance goods (material and equipment) and consulting services (life skills facilitators) required for delivery of the family education program which will provide follow-up psycho-social support to beneficiaries.

Sub-component 1.2 – Labour-Intensive Temporary Employment (LITE)

LITE Program (US\$3 million)

The subcomponent will support, on an as-needed basis, the implementation of a LITE Program to provide income support and short-term employment to mitigate economic impacts after the occurrence of climate-related disasters (including risks associated with heavy rains mobilizing ashfall and volcanic debris). It will also support the longer-term resilient recovery of community infrastructure.

The LITE Program will build on the existing experience of the Roads, Buildings, and General Services Authority (BRAGSA) in implementing the Road Clean-Up Program, which is a cash for work seasonal program aimed at basic public infrastructure maintenance and the creation of short-term employment benefiting unemployed working-age people.

The program will be facilitated by direct payments to BRAGSA which will target unemployed individuals over 18 years of age from the target communities. Thus, the only procurement under this subcomponent is for goods (tools and safety gear for workers/beneficiaries) of the LITE Program and consultant services to improve BRAGSA's capacity to plan, prepare and supervise the execution of the subprojects for the LITE Program.

Sub-component 1.3 – Institutional Strengthening - MoNM

Subcomponent 1.3. Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.5 million). This subcomponent will aim to strengthen the capacity of the MoNM to administer and monitor the existing income support programs and will include (i) a payment mechanism to deliver cash transfers to beneficiaries and (ii) expansion of the current information system to administer and monitor the income support programs.

Contracts to be procured under this sub-component will be for goods and consulting services required for institutional strengthening to monitor and administer the program and expansion of the MoNM's information system.

Component 2 – Restoration and “Building Back Better” of Critical Services, and Strengthening of Emergency Preparedness and Response Capacity

Restoration of critical services, resilient reconstruction, and strengthening emergency preparedness and response capacity (US\$ 31 million - indicative)

Component 2 will support the rapid restoration and resilient reconstruction of critical infrastructure damaged by the volcano eruption and subsequent debris flows and lahars while strengthening Government's emergency preparedness and response capacity. Investments under this component will focus on three main areas: (i) support for reconstruction planning; (ii) investments in rapid restoration and resilient reconstruction of priority infrastructure; and (iii) strengthen emergency preparedness and response systems and capacity. Candidate activities for the first 18 months across sectors are summarized below.

Component 3 – Project Management

Component 3: Project Management (US\$3.5 million)

This component will support the administrative management of the Project by the PSIPMU and implementing partners through, but not limited to the following individual consultants, (a) a project coordinator; (b) financial management (FM) and procurement specialists to carry out the fiduciary aspects of the Project; (c) monitoring and evaluation (M&E) specialists; (d) technical experts needed for environmental management and social protection specialists; and (e) technical focal points in the MoA, CWSA, MoNM and MoTW/BRAGSA. The PSIPMU will coordinate the provision of training and workshops¹ and manage the financing of necessary goods, equipment, and operating costs, including costs associated with convening and reporting to the Project Steering Committee (PSC).

¹ Workshops will include technical discussions and capacity-building activities around the utilization of climate and disaster risk information and the prioritization of reconstruction and rehabilitation activities to strengthen climate and disaster resilience.