

**Saint Vincent and the Grenadines
BERYL EMERGENCY RESILIENT RECOVERY PROJECT**

**Request For Expressions of Interest
Consulting Services – Individual Consultant**

**Assignment Title:
Procurement Assistant
SVG-BERRY-CS-INDV-06**

The Government of St. Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank), towards the Beryl Emergency Resilient Recovery (BERRY) Project and it intends to apply part of the proceeds towards consultancy services for a procurement assistant.

The Project Development Objective of the BERRY project is to support Saint Vincent and the Grenadines to (i) provide short-term income support and restore economic activity and (ii) build back better critical infrastructure and services impacted by Hurricane Beryl. To execute the Project, the GoSVG is establishing an implementation unit which requires the services of a Procurement Assistant to assist the Procurement Specialist under the BERRY Project.

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

The position of the 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 detailed Terms of Reference (TOR) for the assignment can be found below.

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Consultants to indicate their interest in providing the Services. Required qualifications and experience include, inter alia, the following:

- 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.
- 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.

The attention of interested Consultants is drawn to Section III. Governance, paragraphs 3.14 - 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" Fifth Edition: September 2023, that sets forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) Selection method set out in the Procurement Regulations. Further information can be obtained at the address below during the hours 8:00 a.m. to 4:00 p.m.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **February 10, 2025**. The desired commencement date is **April 01, 2025**.

Recardo Frederick

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Economic Planning Division
Ministry of Finance, Economic Planning and Information Technology
First Floor, Administrative Building
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GOVERNMENT OF SAINT VINCENT AND THE GRENADINES

Beryl Emergency Resilient Recovery (BERRY) Project

Terms of Reference

Procurement Assistant

Summary

Saint Vincent and the Grenadines (SVG) has received financing from the International Development Association (World Bank) towards the cost of implementing various projects to support the recovery from the impacts of hurricane Beryl, the Beryl Emergency Resilient Recovery Project (BERRY). The Project Development Objective of the BERRY 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 passage of hurricane Beryl. The BERRY comprises three components that seek to achieve the development objectives. A detailed description of the project components is provided in Annex 1. 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. 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 the execution of their tasks. The main responsibility of the 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 and drafting of contracts;
- 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;
- Maintain a Fixed Asset Register and the labeling of all Fixed Assets procured;
- Assist with preparing periodic procurement progress reports;
- Updating list of contracts status: completed, on-going and planned;
- Maintain electronic forms of procurement documents such as bidding documents, evaluation reports, contract documents, delivery notes, acceptance certificates and procurement reports;
- Assist in dealing with any claims during implementation or any dispute or arbitration arising from performance of the contractors/ suppliers/ consultants.

Qualifications and Experience

- 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.
- 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 Requirements

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:

- Monthly Reports
- Quarterly Progress Reports
- Annual Performance Reports
- End of Assignment Report
- Other reports as required

Contract Duration

The contract will be two (2) years in the first instance and would be subject to renewal based on satisfactory performance.

Remuneration

Remuneration will be commensurate with qualifications and experience.