

## **Unleashing the Blue Economy (UBEC)**

### **Procurement Officer**

### **Terms of Reference**

#### **SVGUBEC – C – IC - 2**

#### **Background**

The Blue Economy is defined as an approach to promote sustainable and integrated use of marine resources for economic growth, improved livelihoods, and job generation while preserving the health of ocean ecosystems. It covers a range of interdependent sectors, including fisheries, coastal tourism, and waste management. Fisheries, for example, provide the hospitality industry with quality and affordable seafood, while the tourism sector supports fisher livelihoods and generates employment. Waste management, meanwhile, is crucial to the health of fisheries and other marine resources and ecosystems which are, in turn, critical for the beaches and other natural assets that attract holiday makers. Going forward, anticipating and adapting to the impacts of climate change will be an essential component of the blue economy, ensuring that low-carbon and climate-resilient measures are incorporated across sectors to ensure sustainability of marine resources and continued generation of their benefits.

The Government of Saint Vincent and the Grenadines (GoSVG) aims to advance the economic, social, and cultural development of the archipelago by realizing the full potential of its blue economy sectors in an integrated and climate-resilient way while protecting the health and biodiversity of its marine space. On its pathway towards blue growth, Saint Vincent and the Grenadines (SVG) has devised several projects and strategic plans that helped protect its blue space and grow the island's blue economy.

#### **Project Description**

The Unleashing the Blue Economy of the Caribbean (UBEC) will be implemented as a Series of Projects (SOP) in three distinct five-year phases over a fifteen-year period (each project will have a life cycle of five years) involving multi-sectoral blue economy investments to support Caribbean countries to strengthen their climate resilience and accelerate economic recovery from the impacts of COVID-19. Phase 1 of UBEC, to be implemented between fiscal years 2022 and 2028, involves Grenada, Saint Lucia, Saint Vincent and the Grenadines, and the OECS Commission and focuses on three interrelated blue economy sectors: tourism, fisheries, and waste management.

The project development objective of the SOP and Phase I is to strengthen the enabling environment for the blue economy, economic recovery, and resilience of selected coastal assets in participating countries and provide immediate and effective response to an eligible emergency. Phase I of the SOP is designed to foster economic recovery and support marine and coastal resilience in Grenada, Saint Lucia, and Saint Vincent and the Grenadines (SVG) by strengthening the sustainability and competitiveness of two critical, interconnected sectors – tourism and fisheries – and one underlying enabling infrastructure

service, waste management. The SOP will achieve its objectives by: 1) strengthening regional and national policies and institutional frameworks to bring back business and attract new investments, (2) scaling up innovative financing mechanisms aimed at enhancing employment and productivity in the tourism, fisheries, and waste management value chains through establishment of a regional MSME matching grant program and a regional climate-risk fisheries insurance scheme, (3) supporting investment in coastal infrastructure to reduce risk and leverage private investment in blue economy activities and strengthen climate resilience, and (4) adopting a contingency emergency response mechanism to respond to future extreme weather events.

The SOP consists of four components: (i) Strengthening Governance, Policies, and Capacity Building; (ii) Scale Up Access to Finance and Infrastructure Investment; (iii) Contingent Emergency Response Component (CERC); and (iv) Project Management, Monitoring & Evaluation, and Communication.

### **The Project Implementation Unit**

The Government of SVG (GoSVG) is establishing a Project Implementation Unit (PIU) at the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture (MoT) responsible for implementing the UBEC project national-level activities and coordinating with relevant ministries, including but not limited to Ministry of Agriculture, Forestry, Fisheries, and Rural Transformation, Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology, and Central Water and Sewerage Authority. The PIU will have the following positions: Project Manager, Financial Management Officer, Procurement Officer, Environmental Specialist, Social Safeguards Specialist, Monitoring and Evaluation Specialist, Communications Specialist, Technical Blue Economy Specialist, Fisheries Specialist, Waste Management Specialist, and Tourism Specialist.

The PIU will be a fully integrated part of the MoT structure, relying on UBEC resources to deliver UBEC Project activities, including project planning, financial management, procurement, monitoring and evaluation, environmental and social safeguards, and reporting in accordance with both Government and World Bank requirements.

The Government of SVG is seeking consultancy services for the position of PIU Procurement Officer.

### **Objectives of the assignment**

The objective of the assignment is to ensure effective and efficient procurement under the UBEC in strict compliance with the Financing Agreement and other documents regulating procurement under the UBEC.

### **Key tasks and responsibilities**

Under the general control and direction of the Project Manager, the Consultant will undertake the following tasks, in accordance with the Financing Agreement, the World

Bank Procurement Regulation for IPF Borrowers dated November 2020 (“the Procurement Regulations”), Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants,’ dated July 1, 2016 (“the Anti-Corruption Guidelines”), the Project Operational Manual, relevant Saint Vincent and the Grenadines’ Procurement policies/regulations/laws, or any other relevant guidelines provided by the Ministry of Tourism, etc.:

### **Project establishment**

- (a) Support the establishment of the project during its initial stages specifically with respect to procurement and support for the establishment and administration of contracts, as well as with the recruitment of project staff, and the establishment of policies, procedures, manuals, and systems.
- (b) Develop, update and maintain an appropriate database to support procurement management and record keeping.

### **Planning and Management**

- (c) Lead the development of the project annual procurement plan.
- (d) Review and update the Project Procurement Strategy for Development (PPSD), as necessary.
- (e) Establish the procurement plan in the online system, Systematic Tracking of Exchanges in Procurement (STEP) and update as necessary.
- (f) Ensure practical and realistic scheduling of all procurement activities. The Procurement Officer needs to ensure the timely procurement and delivery of goods, works, and services.
- (g) Establish a quality assurance mechanism for all procurement to be carried out as part of the Project
- (h) Contribute to the development of the Project’s annual planning processes.
- (i) Ensure full adoption and use of all World Bank procurement systems by the project ie the Procurement Regulations.
- (j) Prepare the necessary procurement documentation for goods, works, and non-consulting and consulting services as per applicable procedures: including the preparation of advertisements, the preparation of bidding documents, requests for proposals, and contracts, evaluation reports etc.
- (k) Support the MoT and the participating ministries with elaboration of the technical specifications and Terms of Reference and contract management, including the development of contract management plans as appropriate.
- (l) Support the Project with the identification of potential suppliers, contractors, consultants.
- (m) Ensure STEP is fully updated for all procurement activities.
- (n) Support the Project with debriefing and complaint handling, including keeping complaint records in STEP.
- (o) Ensure publication of all procurement contract awards in STEP.
- (p) Provide all reasonable support for any review or audit of project procurement.

## **Reporting**

- (q) Ensure up to date reporting on all procurement activity milestones to the Project Manager, and other relevant senior staff.
- (r) Monthly report on the progress of project procurement and contract management activities.
- (s) Prepare timely and accurate quarterly procurement and contract management reports including reporting against project procurement plan KPIs.
- (t) Provide procurement and contract information as requested for management and review purposes.
- (u) Contribute to the delivery of quarterly monitoring and evaluation reports.
- (v) Contribute to the preparation of the six-monthly Progress Reports, for submission to the World Bank and the Project Steering Committee.
- (w) Provide details on project procurement and contract management for the MoT and other project stakeholders as may be necessary.

## **Leading and Supporting**

- (x) Lead the management of all project procurement activities including the establishment of evaluation committees in accordance with World Bank requirements.
- (y) Represent MoT at inter-governmental procurement meetings relevant to the Project, as required.
- (z) Support the development of the project risk management plan and ensure project procurement risks are timely identified, updated and mitigated.

Support contract managers to keep the contract management module of STEP updated.

## **Organizing**

- (aa) Ensure project staff receive appropriate training and capacity building in procurement procedures and systems.
- (bb) Manage internal and external communications with respect to Project procurement.

## **Advice**

- (cc) Provide strategic and operational level budget advice relating to procurement activities.

## **Performance Appraisal and Staff Supervision**

- (dd) Support the performance management of staff with respect to procurement matters.
- (ee) Support the development of terms of reference for project staff, and ensure they are kept up to date with respect to procurement matters.

## **Technical**

- (ff) Maintain the necessary level of technical and operational skills to fulfil the duties outlined.

**Other Duties**

- (gg) Perform other relevant and related duties reasonably requested by the Project Manager.

**Reporting**

The Consultant should report to the Project Manager and receives guidance and control with respect to the MoT operations and reporting requirements from MoT.

**Key deliverables**

<b>Activity</b>	<b>Timing</b>
Develop and maintain procurement policies and procedures in accordance with World Bank and government requirements.	Upon commencement and over the entire Project duration
Develop and update Project procurement plan and Project Procurement Strategy for Development (PPSD).	Upon commencement and on an as-needed basis
Contribute to Work Plan and Budget	Upon commencement and annually or on an as-needed basis
Procurement Documents - advertisements, shortlisting reports, bidding documents, requests for proposals, request for quotations, evaluation report, contracts, etc.	In accordance with the agreed procurement plan
Procurement report to MoT	Monthly
Procurement report to World Bank.	Quarterly
Contribute to Monitoring and Evaluation Reports	Quarterly
Contribute to Progress Reports	Six-monthly
Provide files and documentation for Project Audit	Annually
Provide support with procurement post-review	As necessary

**Contract duration and conditions**

- (a) The contract will be for an initial period of two years and is subject to a probationary period of six months. The contract may be extended subject to satisfactory performance.
- (b) Performance will initially be reviewed at six months, and thereafter to annual reviews.
- (c) This is a full-time position based in St. Vincent and the Grenadines and may involve travel to project sites.
- (d) The position is open to Vincentian citizens or those eligible for a work permit in St. Vincent and the Grenadines.

## **Mandatory and desirable qualification requirements**

### **(a) Mandatory**

#### **(i) Education**

- Bachelor's degree in relevant fields such as procurement, law, finance, accounting, business administration and project management

#### **(ii) Experience**

- At least 3 years proven practical experience as a project procurement specialist, or in procurement management in a similar role
- Demonstrated ability to develop, implement, and monitor, comprehensive project procurement plans, and to undertake complex procurements.
- Demonstrated competence with MS Office Suite, particularly MS Word and MS Excel.

### **(b) Desirable**

- At least 3 years' experience with donor-funded projects, especially involving international financial institutions such as the World Bank.
- Relevant post graduate or professional qualifications.
- Membership of a relevant professional organization.