

SAINT VINCENT AND THE GRENADINES
OECS Data for Decision Making Project

Terms of Reference
PROCUREMENT OFFICER
SVG-DDMP-CS-INDV-2

Summary

The OECS Data for Decision Making (DDM) Project is a regional project that seeks to improve the capacity of participating Eastern Caribbean countries to produce and publicly disseminate statistical data for country and regional level analytics. It will be implemented by Grenada, Saint Lucia, St. Vincent and the Grenadines, and the OECS Commission. The project seeks to achieve its objective by strengthening both national and regional level capacities and fostering regional coordination. At the national level, Component 1 and Component 2 of the project will strengthen national statistical systems through (i) statistical modernization and capacity building, and (ii) data production, analysis, and dissemination, with a focus on the population and housing census, living conditions surveys, labor market surveys, and agricultural census. At the regional level, Component 3 of the project will support the OECS Commission's mandate for regional integration and the strengthening of the regional statistical system. Component 4 will support project implementation, and Component 5 will provide a contingency option for immediate surge funding in the event of a national emergency. The project is to be implemented over a five-year period commencing in 2022.

In St. Vincent and the Grenadines, the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, within the Ministry of Finance, Economic Planning, and Information Technology (MoFEP) will be the lead agency for the implementation of the Project. It is in this regard that the project is hiring a full-time Procurement Officer to be responsible for executing all procurement activities to be financed by the project, including bidding, selections and contract management.

The following components will be implemented in St. Vincent and the Grenadines:

Component 1: Statistical Modernization and Capacity Building

Under this component, technical assistance and training will be provided to strengthen the organizational capacity of the NSO and ensure sustainability, in the context of limited human resources and foreseeable staff retirement; to improve the functioning of St. Vincent and the Grenadines' National Statistical System (NSS) and enable it to better address the demand of its data users; and to support the NSO in disseminating core statistics and analyses, including strengthening its communication capacity, and promote data use. This component will also finance the acquisition of modern IT end-user equipment to support the entire statistical production process from data collection to dissemination for greater efficiency and quality, and to increase the resilience of the NSO.

Component 2: Data Production, Analysis, and Dissemination

This component will support the NSO in its production of core data collection activities through financing and technical assistance to improve the frequency of data available to monitor and analyze demographic, social, and economic conditions. The core data products will include (i) Population and Housing Census (PHC), (ii) Agricultural Census, (iii) Survey Living Conditions (HBS-SLC), and (iv) Labour

Market Statistics. Technical assistance and financing for collection of supplemental data, as well as during major emergencies will also be provided under this component.

Given the linkages between the country and regional level components of the project, strong regional project coordination will be required. The PSIPMU will be responsible for regional coordination with the other Country PIUs and the Regional PIU to achieve the overall project objectives and contribute to the regional activities under Component 3, which will be implemented by the OECS Commission. Component 3 contributes to the OECS Commission's mandate for regional integration and strengthening the Regional Statistical System. Key activities under Component 3 are: (1) support the creation of the Regional Data Governance Council in charge of providing guidance and harmonization of key data instruments and methodologies to improve the quality and comparability of data across member states; (2) develop and test data innovations suitable for small island states in the Eastern Caribbean, (3) strengthen regional technical assistance to NSOs and NSSs; and (4) support the generation of regional analytics and their dissemination.

Objectives of the Consultancy

The Procurement Officer will assist the Director of Economic Planning through his designate, the OECS DDM Project Coordinator, in all contracts and procurement related matters, and provide contract management and contract execution supervision services for the various components of the OECS DDMP.

Tasks

The Procurement Officer will undertake the following tasks, in accordance with World Bank's Procurement Regulations and applicable policies/regulations/laws of Saint Vincent and the Grenadines.

1.The Bidding Process: To ensure that bidding processes are initiated, executed and completed in accordance with the relevant guidelines the Officer shall undertake tasks which include, but are not limited to:

- a. Provide assistance with the preparation of terms of references (ToRs) and technical specifications as necessary, liaising with the Project Coordinator and other stakeholders;
- b. Prepare and review bidding documents, requests for proposals (RFPs), requests for bids, expressions of interest and 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. Arrange for the advertisement of specific procurement notices and contract award 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 list's 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. Supervise the evaluation of bids/proposals;
- i. Coordinate 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. Receive and address complaints;
- l. Prepare contracts for successful bidders/consultants;
- m. Record all procurement activities in STEP
- n. Assist Project Coordinator with contract administration

2. Monitoring & Reporting: to ensure timely and effective monitoring and reporting as well as contract management for the project activities, the Officer shall undertake tasks which include, but are not limited to:

- A. Maintaining and updating a database of qualified suppliers/consultants relevant to the project activities;
- B. Updating the project procurement plan and PSD as well as providing information to support budget tracking purposes as needed by the Project's Financial Manager, identifying relevant procurement procedures, timelines and costs;
- C. Providing assistance to project monitoring for report reviews, assessments, summaries, etc.;
- D. Providing relevant input to financial management;
- E. Ensuring that goods/works/services are procured in accordance with approved procurement plans, contracts and procurement regulations;
- F. Attending project review meetings with donor agencies and implementing agencies to discuss project status;
- G. Participating in and contributing to procurement audits.

Lines of Reporting for Consultancy

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

Reporting Obligations

The Officer will submit the following reports:

1. Monthly progress reports will be submitted to the Project Coordinator and shall include, at a minimum, procurement updates, identification of bottlenecks in the procurement process and a work plan for the upcoming period. A format for the report will be shared with the consultant prior to contract signature.
2. 6-monthly progress reports which shall include, at a minimum, procurement updates, identification of bottlenecks in the procurement process and a work plan for the upcoming period.

These reports will be inputs to the overall project report. A format for the report will be shared with the consultant prior to contract signature and may be subject to change.

Minimum Educational Requirements

- A bachelor's degree in management, accounting, economics or a relevant field
- Specific training in procurement and/or 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) would be an asset.
- Three (3) years' experience in procurement and/or contract management of projects.
- Prior work in the public sector would be an asset.

Other Requirements

- Proficiency in Microsoft Office Suite
- Demonstrated analytical skills
- Previous experience with conducting negotiations
- Proficiency in English
- Experience working in a multi-disciplinary team

Contract Duration

The duration of the contract is for twelve (12) months, subject to satisfactory performance after 3 months of probation period.