

SAINT VINCENT AND THE GRENADINES
Volcano Eruption Emergency Project

Terms of Reference
PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST

Summary

The Government of Saint Vincent and the Grenadines (GoSVG) is negotiating funding 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 Volcano 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 and Contract Management Specialist.

Scope of Services

The position of Procurement and Contract Management Specialist 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 Specialist will be responsible for the procurement and contract management aspects of the VEEP, as well as with the general implementation aspects as needed. This will entail, among other things, working closely with all relevant ministries and agencies to facilitate the procurement of all goods, works and services required under the Project.

Responsibilities

The Procurement and Contract Management Specialist will assist the Director of Economic Planning in all contracts and procurement related matters of the VEEP. He/She will work under the overall management of the Director of Economic Planning, but will report to the Project Coordinator in execution of the following tasks listed below in a dynamic and proactive manner. The Specialist will be responsible for preparing all periodic reports on project procurement and contract management status.

Duties and Responsibilities

- Assist with project implementation generally; ensure that bidding processes are initiated, executed and completed in accordance with the relevant procurement regulations; report on all matters relating to procurement of goods, works and services under the project and provide systematic, timely information for use by the Government and the funding agencies

on the procurement of all civil works, goods, non-consulting and consulting services for the VEEP.

- Prepare and update the project procurement plan and corresponding budget for tracking purposes, using the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) website.
- Interact with and provide support to the Government's technical officers, in reviewing the Terms of Reference for Consultants and Specifications/Drawings/ Bills of Quantities for goods and works.
- Prepare relevant documents and ensure timely publication of notices (e.g. General Procurement Notice, Specific Procurement Notices, Request for Expression of Interest etc.) required for the selection of suppliers, contractors and consultants.
- Maintain a register of qualified suppliers and consultants and ensure periodic update of the register inclusive of performance-monitoring.
- Initiate, conduct and/or coordinate all aspects of the procurement process for any procurement method and provide support in the selection of consultants, suppliers or contractors where necessary.
- In cases of procurement actions requiring the Bank's "no objection", send procurement documents via STEP to the Bank, monitor the Bank's response time on issuing "no objections" at different levels of the procurement process and follow-up accordingly.
- Coordinate bid/proposal evaluation processes and prepare and/or assist with the preparation of the relevant evaluation reports to substantiate requests for approval to the World Bank, the Central Procurement Board or other relevant entity.
- Prepare and/or provide support in preparation of the final contracts and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Government, Accounts Department, Technical Officers, Consultants, Suppliers, and the Bank).
- Monitor timely receipt of the goods, provisional acceptance of works and consultants' reports and issue final acceptance certificates by the Project in respect to delivery of goods, handing over of works, completion of services.
- Monitor the receipt of the Suppliers and Consultants invoices and ensure the request does not exceed the contract allowance. Where required payments exceed the contract amount, verify the validity of the invoice, and prepare the requisite approval requests for the applicable contract increase.
- Assist in dealing with any claims during implementation or any dispute or arbitration arising from performance of the contractors/ suppliers/ consultants.

- Direct and /or assist with establishment of the Project’s procurement filing system and ensure timely input of all relevant documents in their respective files.
- Work closely with the Financial Management Specialist/Accountant of the PSIPMU in preparing budgetary estimates, ensuring timely, complete documentation of actual expenditures incurred in relation to procurement of civil works (including professional fees), goods and services, in the preparation of variance analyses for inclusion in the Unaudited Interim Financial Reports (UIFRs) and in the execution of the yearly external audits.
- Manage the distribution of equipment, materials and supplies procured under the project to the end-users and establish and maintain an inventory including final destinations of all goods/equipment procured under the project, including specifically inventories of all goods/equipment supplied under the Project.
- Develop effective contract administrative and monitoring procedures, and provide training to staff as required.
- Prepare procurement related sections for inclusion in the quarterly progress reports, and other reports/information as may be requested by the Director of Economic Planning and in any forms [reports/diagrams] that might be required by the Project’s needs.
- Perform other related duties as assigned by the Director of Economic Planning.

Qualifications/ Experience

- A Bachelor’s Degree in any of the following areas: Business Administration, Law, Economics, Engineering, Quantity Surveying, Project Management or other relevant degree with at least 3 years’ experience in procurement, project management or purchasing.
- Experience with donor programs and knowledge of procurement regulations and bidding documents used by multilateral and/or bilateral donors.
- Experience in contract management, supervision of goods and works and handling of claims
- Training in the Bank’s procurement procedures, and practical experience in application of the WB’s Procurement Regulations, use of bidding documents and consultant’s selection procedures and documents would be an asset.
- Demonstrated ability to work in teams within a collaborative mode.
- Fluency in English and good communication skills.

Duration

The contract will be two (2) years in the first instance and would be subject to extension until the end of the project closing date based on satisfactory performance.

Remuneration

Remuneration will be commensurate with qualifications and experience

Performance Indicators

The consultant, among others, will help with the steps of Procurement Process, such as:

- ✓ Draft, coordinate, review and/or assist in the preparation of the following solicitation documents:
 - Requests for Expressions of Interest→ (no longer than 3 business days)
 - Requests for Quotations→ (no longer than 3 business days)
 - Purchase Orders (for procurement of goods using Request for Quotations→ (no longer than 3 business days)
 - Bidding Documents and Request for Proposals → no longer than 5 business days)
- ✓ Draft Requests for no-objection via STEP (Systematic Tracking of Exchanges In Procurement) to procurement activities where necessary → no longer than 2 business days
- ✓ Input/ upload, Update and maintain procurement processes for each activity / contract on STEP and in the Procurement Plan (excel format) ensure appropriate notes are made for reallocation of funds, discontinuation of activities etc. → no longer than 5 business days
- ✓ Prepare General Procurement Notice / Specific Procurement Notices and ensure it is advertised as necessary. → no longer than 3 business days
- ✓ Attend and record Minutes of Bid Openings. → Same day
- ✓ Prepare all forms for the evaluation and selection of consultants, contractors and suppliers, and assist the Evaluation Committees during the evaluations. → no longer than 5 business days
- ✓ Table evaluation reports for approval by the relevant authority (Permanent Secretary, departmental directors etc.) to allow for award of all contracts, → no longer than 5 business days
- ✓ Preparation of letters to contractors/suppliers and consultants regarding award of contract, discharge of bid securities, discharge of performance securities and any other document required by the WB procurement Regulations as well as per St. Lucia Public Procurement regulation, which are relevant → no longer than 5 business days
- ✓ Prepare notification of intent to award and or award of contracts, letters to unsuccessful bidders and publication of award of contracts. → no longer than 5 business days
- ✓ Receive complaints and draft responses for the approval of the Project Coordinator to be submitted to the authorities for signature. → no longer than 1 business days
- ✓ Ensure the timely submission of signed contracts to the World Bank, Audit, Accountant General, Director of Finance and the implementing agencies and to confirm receipt → no longer than 3 business days
- ✓ Review and provide feedback to the Project Coordinator on the database of suppliers maintained to facilitate procurement under RfQ procedures → no longer than 3 business days
- ✓ Review and signoff on the List of Contracts (Goods, Works and Consultant's Services) procured under the various Projects to be included into the Financial Statements → no longer than 5 business days

- ✓ Work with the Project Coordinator to coordinate Site Visits, Pre-bid Meetings and Pre-proposal Conferences → no longer than 3 business days
- ✓ With assistance from the Project Coordinator engage the appropriate technical officers including the – Safeguards, Technical Team on procurement activities
- ✓ Maintain filing system for management of procurement processes → no longer than 5 business days

- **Monitoring and Reporting**

Use the approved annual work plans for updating of the procurement plan and keeping STEP duly updated with information and documentation.

Ensure that goods/services/works are procured in accordance with the approved Procurement Plan, with respect to timelines and in keeping with estimated costs.

Follow up with Suppliers and Contractors for invoices for works and services completed/in progress. This includes visiting Project Site when possible, to monitor progress of works and services.

Attend Project review meetings with Donor Agencies to discuss project status.

Ensure labeling of all Fixed Assets procured

Participate in and contribute to Post Procurement Review and Annual Audits for the Project.

Facilitate regular (e.g., weekly) reporting to the Bank, Internal Technical Departments and Permanent Secretary on procurement status including achievements, delays and challenges,

Ensure timely updating and reporting of procurement activities to facilitate reporting by Financial Management Specialist and Project Coordinator.

Overall Administration and other Activities related to Procurement Process

Ensure accurate filing of Project related correspondence, including providing guidance to the administrative team regarding the maintenance and security of Project records

With the authorization of the Project Coordinator, procure equipment and other related office supplies for the PIUs.

Undertake other specific tasks, within the competence of the incumbent, as may be assigned by the Project Coordinator as required under the Projects within PIU-of the Ministries responsibility.

Update and maintain work plan on assigned duties and provide regular feedback on implementation.

Assist the Project Coordinator with close out of all project processes and activities (by returning all guarantees, bid securities, pay out of retention,) and documenting lessons learned and best practices

Maintain integrity and confidentiality in the discharge of services and of all documents and information made available in the discharge of these services.

Execute all services to the best ability and in accordance with approved and recognized code of ethics of the Government of St. Vincent and the Grenadines.

Help clients to establish a single market database of local and regional consultants/firms/bidders active in project specific domain. The database should include the basic parameters to screen the market in order to streamline the selection/bidding criteria upfront (e.g. financial turnover, general and specific experience, completed contracts, etc);

Form for Performance Evaluation

1. Loan, Credit, or Grant No. 2. Borrower (Client)
2. Project Name
3. Consultants Name, Nationality, 2 and Address
4. Description of Services (brief, less than a quarter of a page)
5. Contract Date
6. Contract Completion Date
7. Actual Completion Date
8. Original Contract Amount (Approx. in US\$)
9. Final Contract Amount (Approx. in US\$)
10. Evaluation, based on (a) your own knowledge, (b) a review of the records, and (c) discussions with the respective implementing agency.

Score Rating

- a) 5 Outstanding
- b) 4 Good
- c) 3 Adequate
- d) 2 Marginally adequate
- e) 1 Unsatisfactory

Explanation of Above Score (Use additional sheets, if necessary)

Manager's Name Signature Unit's Acronym Date