

**REVISED JUNE 20, 2018**  
**REQUEST FOR EXPRESSIONS OF INTEREST**

**SAINT LUCIA**  
**DISASTER VULNERABILITY REDUCTION PROJECT**  
**IDA Credit #6000-LC**

**Assignment Title: Consulting Services – Senior Procurement Specialist**

**Reference No.** SLU-DVRP-CS-IC-PM-01-17

Saint Lucia has received financing from the World Bank towards the cost of the Disaster Vulnerability Reduction Project and intends to apply part of the proceeds for consulting services for engagement of a Senior Procurement Specialist.

The Consulting Services (“the services”) include leading and reviewing the work of the Procurement Team in order to meet Procurement Deliverables. The Senior Procurement Specialist will prepare, maintain and update the Procurement Plans for the assigned Projects, review the Procurement Plans for all other Projects, prepare procurement reports including expenditure reports and monitoring of approved project objectives, acting in accordance with the regulations and guidelines on procurement and contracting outlined in the Operations Manual and in consultation with the Project Coordinator; and oversee the bidding process relating to approved projects. Among others the Senior Procurement Specialist will be responsible for the following:

**Duties and Responsibilities:**

**1. Procurement Planning**

- a. Assist in the preparation of the Operational Manual for the various Projects to serve as a reference guide for project implementation.
- b. Work together with Implementing Agencies and Financial Management team to gather the information from their work plan that will serve as input to prepare the Procurement Plan.
- c. Initiate the Procurement Plan for all Projects.
- d. Work with Financial Management team to ensure budgetary allocations are made for all items to be procured as per the Procurement Plan.

**2. Bidding Process**

- a. Oversee, draft, coordinate, review and/or assist in the preparation of the following documents:
  - i. Invitation to Quotes and Purchase Orders for procurement of goods using shopping procedures.
  - ii. Bidding Documents and Request for Proposals
  - iii. Terms of Reference for Project implementation as required

- iv. Tender Documents for small works.
- v. Contract Documents.
- b. Request no-objection of procurement documents where necessary.
- c. Attend and record Minutes of Bid Opening. Prepare procurement documents for hiring of consultants (Request for Proposals for all methods and for procurement of works and goods using NCB procedures.
- d. Coordinate the evaluation and selection of consultants, contractors and suppliers
- e. Prepare and oversee the preparation letters to contractors regarding award of contract, discharge of bid securities.
- f. Prepare and oversee the preparation of the notification of award of letters to unsuccessful bidders
- g. Oversee the timely submission of signed contracts to the World Bank, Audit, Accountant General and the implementing agencies and to confirm receipt by the Procurement officers.

### **3. Monitoring and Evaluation**

- a. Monitor Project objectives.
- b. Ensure that goods/services/works are procured in accordance with the approved Procurement Plans. Maintain and update the Procurement Plan for the assigned Projects.
- c. Work with Financial Management team to ensure that the Procurement Plan, Budget Estimates and Financial Statements are in agreement (for both planned and actual).
- d. Review the Procurement Plan updates prepared by Procurement officers.
- e. Liaise with Implementing Agencies to obtain records of physical progress of the various components of the Project to prepare the reports required by the World Bank and GOSL. This includes visiting Project Sites to monitor progress of works and services.
- f. Verify and monitor deliverables against all Approved Contract.
- g. Oversee the preparation of list of contracts (Goods, Works and Consultant's Services) procured under the various Projects to be included into the Financial Statements by the Procurement officers.
- h. Participate in Project review meetings with donor agencies and Implementing Agencies.

### **4. Reporting**

- a. Prepare the Procurement Reports, including integrating and inputting information from different sources to generate status of contracts.
- b. Review the Procurement Reports prepared by Procurement Officers.
- c. Provide quarterly procurement reports / updates to implementing Agencies.

- d. Provide explanation for any procurement activity not undertaken in accordance with the Procurement Plan.

## **5. Procurement Administration**

- a. Provide guidance regarding the maintenance of Project records.
- b. Ensure accurate filing of Project related correspondence.

## **6. Supervision of Procurement & Contract Management team**

- a. Oversee maintenance of Contract Registers and Fixed Assets Register for Projects assigned prepared by Procurement staff.
- b. Design strategy for carrying out deliverables of Procurement team, including planning their work program and monitoring the team deliverables.
- c. Review quality of deliverables prepared by the team.
- d. Carry out first level of performance assessment of Procurement Staff for recommendation to Project Coordinator.

*Details on the Terms of Reference may be obtained by accessing [www.finance.gov.lc](http://www.finance.gov.lc)*

The Department of Economic Development, Transport and Civil Aviation now invites eligible individual consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services; (Curriculum Vitae, description of similar assignments, etc).

Interested Consultants should have the following requisite minimum qualifications and professional experiences listed below for undertaking the assignment.

## **QUALIFICATIONS**

### **Academic:**

Bachelors Degree in Accounting, Finance, Law, Business Administration, Engineering or related field

### **Experience:**

At least (ten) 10 years of related working experience, of which at least three years must be at the managerial level

## **Knowledge, Skills, and Abilities Requirements:**

- a) **In-depth knowledge of Government of Saint Lucia (GOSL) Procurement and Stores Regulations, Procurement Organizational Structure, Procurement Processes.** Able to provide high quality, practical advice on the application and risk mitigation measures related to GOSL procurement policies and procedures.

- b) **In-depth knowledge regarding major donors (World Bank) Procurement guidelines and procedures.** Able to provide high quality, practical advice on the application and risk mitigation measures related to Donor procurement policies and guidelines.
- c) **In-depth knowledge of (GOSL) Finance Act and Finance Regulations.** Able to provide high quality, practical advice on the application and risk mitigation measures related to GOSL Finance Regulations.
- d) **Basic knowledge of GOSL Labor laws, National Insurance Contribution and Income Tax regulations,** with an ability to advise as applicable to consultant contracting related responsibilities.
- e) **Knowledge of Ministry of Finance/Project Coordination Unit Office Procedures.**
- f) **Analytical skills** – Able to analyze overall information, including facts and data to support sound, logical decisions regarding own work and that of the Procurement Officers. Able to assess linkages between policies and potential issues, proactively identifying potential problems that may need attention in order to prevent challenges at a later time.
- g) **Oral and Written communication skills** –Able to communicate orally and in writing in a collaborative and professional manner. Possesses ability to write clear, and accurate specialized reports of high quality and complex nature.
- h) **Integrity and Confidentiality** – Able to handle highly sensitive matters in a highly confidential manner.
- i) **Client Orientation** - Able to take personal responsibility and accountability for timely and professional response to client queries, requests or needs, working to remove obstacles that may impede execution or overall success.
- j) **Time Management-** Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results, and has the personal organization to do so.
- k) **Results Orientation** – Builds conditions to achieve agreed-upon results, identifying needed resources that may involve several stakeholders. Proactively identifies solutions to obstacles that affect deliverables.
- l) **Teamwork and interpersonal skills** - Collaborates with other colleagues to build team collaboration and contribute to others in the team. Supports open exchanges among team members.
- m) **Learning and Knowledge Sharing** - Actively seeks knowledge needed to complete assignments and shares knowledge with others.
- n) **Conflict Management skills** – Able to seek solutions that demonstrate consensus building towards peaceful resolution of disagreements, respecting different points of view.
- o) **Proficiency in Computer Software necessary to carry out functions,** including: Microsoft Office, knowledge of Microsoft Project and Access. Demonstrates knowledge of QuickBooks Software as necessary to carry out Procurement responsibilities.
- p) **Planning and Supervisory skills** – Possesses the ability to oversee, and guide procurement team in order to achieve high quality results in accordance with deadlines. Is

able to find solutions for challenges being faced by the team. Leads and mentors less experienced staff on the assessment, provision of advice on Procurement policies and processes.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011 Revised July 2014* ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultants (IC) method set out in the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011 Revised July 2014* ("Consultant Guidelines").

The Terms of Reference may be obtained on the website of the Department of Finance: [www.finance.gov.lc](http://www.finance.gov.lc)

Expressions of Interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **July 16, 2018**.

**Project Coordination Unit**  
**Ministry of Economic Development, Housing,**  
**Urban Renewal, Transport and Civil Aviation**  
**Attn: Project Coordinator**  
**2<sup>nd</sup> Floor, Finance Administrative Centre**  
**Trou Garnier, Pointe Seraphine**  
**Castries**  
**Saint Lucia**  
**Tel: 758-468-2413**  
**E-mail: [slupcu@gosl.gov.lc](mailto:slupcu@gosl.gov.lc)**  
**Website: [www.finance.gov.lc](http://www.finance.gov.lc)**