

**Terms of Reference
for
Procurement Officer
Caribbean Regional Air Transport Connectivity Project – Saint Lucia**

Project Background and Objectives

The Caribbean Air Transport Connectivity Project (CATCOP)—St. Lucia (the Project) is one of four in a regional series of projects financed by the World Bank. In addition to St. Lucia, three other countries including Dominica, Grenada, and Haiti are participating and all support the common goal of improving regional air transport connectivity and climate/disaster resilience of associated infrastructure.

The objectives of CATCOP—St. Lucia are to (a) improve operational safety and navigation efficiency of air transport in St. Lucia, (b) enhance resilience of St. Lucia’s airport infrastructure to natural disasters, and (c) to improve St. Lucia’s capacity to respond promptly and effectively to a crisis or emergency.

The Project includes five components: (1) improvement of UVF runway safety and resilience; (2) modernization of air navigation systems; (3) institutional strengthening; (4) project management; and (5) contingent emergency response. Total Project cost is estimated at US\$45 million. Implementation is anticipated to require about six years – from 2021 through 2026.

Component 1 of the Project – the focus of these Terms of Reference – includes for UVF, St. Lucia’s main airport: (a) rehabilitation of the runway pavement and construction of runway shoulders; (b) upgrade of marking and installation of energy-efficient LED lighting system on the runway; (c) construction of paved stopways and Runway End Safety Areas (RESAs); (d) improvement of airfield drainage; (e) improvement of Crash Fire Rescue facilities; and (f) technical assistances related to these civil works, including engineering design and supervision, social and environmental safeguard activities.

A Project Implementation Unit (PIU) has been established within the Saint Lucia Air and Sea Ports Authority (SLASPA) to lead the implementation of the project. The PIU’s responsibilities include: (a) overseeing and directing Project implementation; (b) procuring the services of contractors and managing/supervising construction and rehabilitation works; (c) disbursing funds and ensuring proper use and accounting of funds disbursed; (d) regular reporting to SLASPA, the Government of Saint Lucia and the World Bank on Project implementation; and (e) ensuring compliance of the Project with environmental and social safeguards of the World Bank as well as national environmental laws and regulations.

Objectives of Assignment

To support fulfillment of these responsibilities, the PIU intends to hire a dedicated procurement officer, amongst other specialists. The procurement officer will serve in a full-time position supporting the PIU on-site in St. Lucia and primarily focus on the successful implementation of the project.

Under the direct supervision of the Project Manager and in coordination with and support from the international procurement specialist, the procurement officer will ensure the procurement of

equipment, goods, works and services are executed in accordance with World Bank Procurement rules, regulations, policies, procedures and financial planning. The role is for one year initially with up to five additional one-year extensions possible depending upon performance and Project needs. Additional details regarding the assignment are included in the position description below.

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Procurement Officer	Direct Reports:	None
Reports to:	Project Manager	Internal Contacts:	Financial Controller
Department:	CATCOP PIU	External Contacts:	Relevant Government Agencies

JOB SUMMARY:

Responsible for the procurement and of goods, services, equipment and the negotiating of contracts for such goods, equipment and services in line with the needs of **the Caribbean Regional Air Transport Connectivity Project** in Saint Lucia. The CATCOP has a very diverse technical scope, which covers areas of structural, civil, navigational and computer engineering and fine tuning the procurement in these areas will be critical and strategic. This project will involve procurement for a major civil works contract for runway and drainage rehabilitation at the Hewanorra International Airport (HIA)- IATA Code: UVF. It will also include design, supply, installation and the commissioning of air traffic navigational equipment and the procurement of training services for Technical and Air Traffic Service Staff in tandem, and building institutional capacity within the Saint Lucia Air and Sea Ports Authority. Procurement procedures/processes for the CATCOP must be in compliance with the World Bank Guidelines on Procurement.

DUTIES AND RESPONSIBILITIES

- Provide input during development of procurement plans; and ensure that major procurement requests are incorporated into the annual procurement plan for the CATCOP.
- Receive and number Purchase Request Forms (PRF).
- Ensure that all necessary information concerning specifications, approval, budget code, authorizations and expected delivery dates; and distribution list are incorporated in or attached to PR.
- Carry out procurement activities in line with SLASPA and World Bank procurement policies and procedures.
- Assist with collection of quotations.
- Preparation of annual and updated procurement plans.
- Register each sealed and labeled bid as it arrives, stamp it with the date and time of arrival, and place it unopened in a bid box/submit to Project Manager and Compliance, as appropriate.
- Enter quoted prices into a Bid Analysis Sheet (BAS); for review by SLASPA Procurement department
- Follow up the approval and authorization of BAS.
- Knowledge of preparation of Local Purchase Orders (LPO), Request for Proposals (RFP), procurement notices, advertisements.
- Complete payment documentation checklist.

- Properly record and indicate the above process in an electronic tracking tool.
- Prepare weekly procurement status reports and share the reports with the Project manager and SLASPA, using the prescribed format.
- Ensure that all procurement documents are properly copied and filed accordingly.
- Incorporate procurement audits and reviews as part of routine procurement operations.

Filing

- Provides support/monitor an efficient, effective, and systematic filing system for all procurement-related information and documentation ensuring easy access and tracking

Information Sharing and Reporting

- 17) Provide feedback for requesting unit/person on urgent procurement requests
- Inform the requesting unit/person about receiving of goods purchased.
- Provide weekly status verbal report to the Project Manager on the progress of procurement priorities and notifying management of foreseen and unforeseen procurement risks.
- Submitting periodic(quarterly) procurement status reports to the Project Manager, Programme Manager and World Bank procurement specialist

Related Duties

- Ensure procurement support
- Monitor Vendor transaction updates, maintain updated Vendor Register and assist with preparation of Vendor Agreements
- Any other duties as prescribed Project Manager.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Master's degree in accounting, business management, engineering or a similar field (or a Bachelor's degree in the above-mentioned disciplines with an additional 5 years of relevant experience) is preferred
- More than two (2) years of experience as a Procurement Officer or in a similar position.
- Working experience on projects with international organisations is preferred.
- Familiarity and experience with World Bank Procurement Procedures is considered an asset.
- Proficiency in Microsoft Office and purchasing software.
- Excellent written and oral communication skills.
- Good analytical and strategic thinking skills.
- Management experience.
- Excellent negotiation skills.
- Attention to detail.

FAVORABLE ATTRIBUTES

- Function with a team environment.
- Ability to be flexible with work assignments.

- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.

METHOD OF APPLICATION

Interested applicants are invited to submit a resume with two references, contact telephone number, email address as well as certified copies of their qualifications to:

Senior Manager – Human Resources

Saint Lucia Air and Sea Ports Authority

P.O. Box 651

CASTRIES

Subject: Position of Procurement Officer for the Airports/World Bank PIU

Deadline for submission of all applications is 22 January 2021 at 4:00 pm.

Please note that only the shortlisted applicants shall be contacted, via telephone and/or email, for an interview.

For more information regarding the post please visit SLASPA's website at www.slaspa.com.

Wednesday, December 30, 2020