

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>International Procurement Consultant</b>	<b>Direct Reports:</b>	None
<b>Reports to:</b>	Project Manager	<b>Internal Contacts:</b>	-Financial Controller,
<b>Department:</b>	Airports / World bank PIU	<b>External Contacts:</b>	Relevant Government Agencies,

### CONTEXT:

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The Caribbean Regional Air Transport Connectivity Project (CATCOP) is a regional Series of Projects (SOP) currently involving three countries of the Caribbean region: Saint Lucia, Haiti, and Grenada. This SOP aims to enhance regional connectivity by improving the safety of air transport and the resilience of the airport infrastructure to natural disasters. It has been approved for a total of US\$ 159 million by the World Bank's Board of Executive Directors in May 2020, including US\$ 45 million for Saint-Lucia.

The CATCOP in Saint Lucia ("the Project")'s Project Development Objectives (PDOs) are to (i) improve operational safety and navigation efficiency of air transport and (ii) enhance resilience of Saint Lucia's airport infrastructure to natural disasters. The Project is prepared by SLASPA on behalf of the Government of Saint Lucia and its budget of USD 45 million should serve to finance and implement the following five project 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.

SLASPA is currently seeking to recruit an individual International Procurement Consultant to support the Authority in the procurement aspects of the project.

### JOB SUMMARY:

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The objective of the assignment is the provision of procurement expertise, in accordance with the Loan Agreement and World Bank Procurement Regulation for IPF Borrowers, in order to:

1. support SLASPA at key stages of the procurement process (including planning, preparation of procurement documents, bid evaluation, contract negotiation and signing);
2. support SLASPA in contract management, the monitoring and reporting on contracts procured; and
3. strengthen SLASPA's procurement capacity through capacity-building initiatives.

Specifically, the International Procurement Consultant will have to support the PIU with the following procurement issues:

1. Framework Agreement for Training Services.

2. Works Contracts under International Competition and using FIDIC GCC.
3. Supply and Installation Contracts using Life Cycle Cost as evaluation criteria.
4. Price Adjustment formulas for both Consulting Services and Civil Works contracts.

The consultant will work part time, remotely, need to be available for virtual meetings during the PIU working hours Monday to Friday from 8am to 4:30pm AST and eventually to travel to Saint Lucia for short periods of time if COVID-related restrictions permit.

## **DUTIES AND RESPONSIBILITIES**

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### **Procurement Process:**

- Procurement Planning:
  - Procurement plan
- Preparation of procurement documents:
  - Draft, review and/or assist the procurement officer in the preparation of procurement documents including:
    - Invitation to Quotes and Purchase Orders for procurement of goods using shopping procedures;
    - Bidding Documents and Request for Proposals; and
    - Terms of Reference.
- Bid evaluation:
  - Attend and record Minutes of Bid Opening
  - Prepare evaluation forms and brief evaluators on the applicable evaluation methodology in advance of bid or proposal submission to ensure that the evaluators correctly undertake the evaluation methodology to be applied in the case of each procurement transaction
  - Assist with the evaluation and selection of consultants, contractors and suppliers. Assist in Evaluations of contracts procured using all selection methods as per procurement plan, in accordance with World Bank Procurement Regulation for IPF Borrowers.
- Contract Management:
  - Provide assistance to the PIU in organizing the management of the contracts.
  - Provide assistance in the interpretation of contract language.

### **Monitoring and Reporting:**

- Provide assistance to the Procurement Officer, support the project manager and follow-up to project monitoring and stewardship – including assistance with report reviews, briefings, assessments and project summaries
- Attend Project review meetings with Donor Agencies and Implementing Agencies to discuss project status
- Participate in and contribute to Post Procurement Reviews and annual Audits

- Coordinate with the Environment and Social Specialist and ensure that environmental and social compliance including ESMPs, code of conduct and workers GRM are incorporated as appropriate in bidding and contracts for goods and services (mainly civil works contracts) and ensure that contractors are fully aware of their responsibilities in this regard;
- Ensure that the environmental and social clauses are adequately incorporated in bidding and contract documents, ESMPs items are budgeted and included in the Bill of Quantities (BoQ);

**Capacity-building:**

- Provide formal and/or hands-on training on the World Bank Procurement Regulations for IPF Borrowers
- Provide formal and/or hands-on training on procurement methods and selection, elaboration and use of procurement documents as required
- Provide formal and/or hands-on training on Contract Management

**DURATION OF THE ASSIGNMENT**

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The International Procurement Consultant will be engaged on a contract for two years and is expected to commence the assignment on May 10, 2021. The contract will be time-based and the Consultant will be expected to work a total of 270 days during the contract period. Out of those 270 days, 150 days are expected to be in the first year.

**QUALIFICATIONS, SKILLS & EXPERIENCE**

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- Master’s Degree in engineering, procurement, business management or a similar field preferred.
- More than 20 years of experience as a Procurement Consultant or in a similar position.
- More than 10 years of experience working for multilateral development banks or on projects financed by multilateral development banks on procurement assignments
- Experience on World Bank-funded projects is preferred
- Experience in Framework Agreement for Training Services is preferred
- Experience in Works Contracts under International Competition and using FIDIC GCC is preferred
- Experience in Supply and Installation Contracts using Life Cycle Cost as evaluation criteria is preferred
- Experience in Price Adjustment formulas for both Consulting Services and Civil Works contracts is preferred
- Experience in developing or emerging countries is preferred
- Experience in the Caribbean island states and territories is preferred
- Experience in airport projects is preferred
- Proficiency in Microsoft Office
- Fluency in English

- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.

**FAVORABLE ATTRIBUTES**

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- Function with a team environment.
- Ability to be flexible with work assignments.
- Ability to use one’s initiative and be proactive.

**SIGNATURE**

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I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee’s Name : \_\_\_\_\_

Employee’s Signature : \_\_\_\_\_

Date : \_\_\_\_\_