



Government of Grenada

Grenada, Ministry of Infrastructure and Physical Development, Public Utilities, Civil Aviation and Transport

Grenada Resilience Improvement Project (P175720)

TERMS OF REFERENCE

Position Title:	Procurement Specialist
Level and Salary:	Contract (Negotiated)
Term	Two years (renewable)
Recruitment Category	International
Ministry (Implementing Agency):	Grenada, Ministry of Infrastructure and Physical Development, Public Utilities, Civil Aviation and
Location:	Home Office and St. Georges, Grenada
Reports to:	Project Manager of the Project Implementation Unit
Contract	

BACKGROUND

Grenada is a tri-island state with a total land area of 135 sq. miles. Natural hazards pose a significant risk to the country, its population and economy, as Grenada is highly exposed to hydro-meteorological and geophysical threats. Between 1975 and 2018, the most significant disasters in Grenada caused damages and losses equivalent to a US\$967 million. Of these events, Hurricane Ivan in 2004 caused the biggest impact with damage and losses equivalent to about twice the country's GDP. Natural hazards, including hurricanes, tropical storms, volcanoes, earthquakes, droughts, excessive rainfall, floods, and frequent incidences of landslides result in damages to infrastructure and other negative impacts on the economy and livelihoods. The majority of Grenada's GDP is concentrated in St. George's, the capital city, and faces significant risk from natural hazards and climate change. St. George's is vulnerable to sea level rise as well as flooding which leads to a significant risk to private and public buildings as well as other assets in the city. Hurricane Ivan in 2004 caused structural damage to nearly every major building in St. George's. Although 16 years have passed, not all damage to public buildings and other public infrastructure has been fully repaired, including several government buildings of historical value such as the Town Council building at the St. George's Market, the Melville Street Police Barracks building on Melville Street, York House (formerly the parliament building and the No. 1 High Court) on Upper Church Street and the Grenada Public Library (officially the Sheila Buckmire Memorial Library) on the intersection of the Carenage, Mathew and Moncton Streets.

The GoG is in the process of upgrading the St. George's market and is exploring the commencement of the process of rehabilitation of these historical buildings to expand available market space for vendors in a strategic location in downtown St. George's near the cruise ship port (in the case of the Town Council and former police Barracks Buildings). The process will begin with an assessment and the designs needed for restoration. Grenada's road network is critical for the connectivity of communities to employment, services, and commerce in St. Georges and throughout the country, as well as providing evacuation for emergency response routes yet is exposed to landslides, rock falls, flooding, and coastal hazards.

The Grenada Resilience Improvement Project consists of four components:

Component 1: Interventions to increase resilience of critical infrastructure (US\$12.8 million).

This component will address key sections at high risk from natural hazards and climate change impacts along the Eastern Main Road (EMR) as well as the principal transportation corridor crossing the country. The selected sections are (a) the Balthazar bridge across the Great River which is located on the corridor crossing the island's interior and (b) the EMR at Soubise and Marquis, South of Grenville.

Component 2: Technical assistance to strengthen institutional capacity to develop disaster risk informed strategies and designs for selected critical infrastructure (US\$1.2 million).

This component will strengthen the government's capacity to develop risk-informed strategies and supply the government with designs to further increase resilience at additional critical sites.

Component 3: Contingent Emergency Response Component (US\$0 million).

This component will provide immediate support by financing emergency response activities such as repair of damaged infrastructure; purchase of required goods and equipment; and measures to ensure business continuity and enable early rehabilitation in the case of an eligible crisis or emergency.

Component 4: Project Management and Implementation Support (~ US\$1 million)

This component will support the strengthening of institutional capacity for project management across implementation agencies through the provision of technical advisory services, training, operating costs, and acquisition of goods. Incremental operating costs incurred by implementing agencies would also be covered, as well as those required for outside consultancies to prepare and supervise specific activities.

JOB PURPOSE:

The Procurement Specialist initiates, coordinates, and carries out all procurement activities under the GRIP, including planning, monitoring, and reporting, and implementation of all procurement processes for goods, works, consulting services and non-consulting services, in accordance with the World Bank Procurement Regulation for IPF Borrowers dated November 2020. The Procurement

Specialist is responsible for maintaining up-to-date entry of information on procurement activities into the World Bank Systematic Tracking of Exchanges in Procurement (STEP).

KEY RESPONSIBILITIES:

- Updating Project Procurement Strategy for Development as necessary.
- Updating Project Procurement Plan.
- Updating procurement section of the Project Operational Manual (POM)
- Working with project Financial Management Specialist to ensure budgetary allocations are made for all items to be procured as per the project budget and Procurement Plan.
- Working with project M&E Specialist to establish the system of monitoring and evaluation of key procurement indicators.
- Overseeing and coordinating preparation and drafting of all the procurement documents for all the procurement activities included in the procurement plan.
- Drafting for PIU Manager's approval and submission to the World Bank of procurement communications, particularly requests for review and no objection and response to Bank comments on procurement documents.
- Overseeing and coordinating preparation and drafting of procurement notices.
- Overseeing and coordinating responses to queries of contractors, suppliers, and consultants during the selection process
- Overseeing and coordinating opening of bids and proposals.
- Overseeing and coordinating evaluation processes.
- Overseeing and coordinating negotiations, and contract signature, including preparation of all documents and communications related to the process of award of contracts.
- Overseeing and coordinating publication of contract awards.
- Overseeing and coordinating contract management for selected contracts using the relevant module in STEP.
- Preparing periodic procurement reports, including integrating and inputting information from different sources to generate status of procurement processes and of implementation of contracts.
- Preparing and overseeing implementation of procurement capacity building activities for the relevant PIU personnel.

- Preparing any ad-hoc reports requested by project management or the Bank.
- Providing guidance and ensuring the maintenance up to date and integrity of Project procurement records.
- Undertake other specific procurement related tasks as may be required under the Project.

MANDATORY REQUIREMENTS:

- a) It is a mandatory requirement that the candidate has a Degree/Advanced Diploma or above in the field of procurement or higher education in a relevant field (Accounting, Economics, Commerce, Business Administration, Law, or Engineering) and
- b) A minimum of five (5) years of experience in general procurement practice.
- c) Demonstrated procurement practice in projects financed by the World Bank or other international financial organizations for not less than three (3) years as clearly detailed in the candidate's CV.
- d) Good command of Microsoft Office Package, including Excel.
- e) Good command of English language
- f) Availability for working from home office and in the field in Grenada with not less than two 15-day missions a year (with specific tasks agreed with Project Manager) plus any other occasional missions to the field as needed and agreed with the Project Manager.

REPORTING OBLIGATIONS

The Procurement Specialist reports directly to the Project Manager of the Project Implementation Unit for GRIP.

The Procurement Specialist maintains close work contact with all project implementation teams, the Central Procurement Unit within the Ministry of Finance, the World Bank project team, and bidders, contractors, suppliers, and consultants.

INPUT REQUIRED

This assignment is for two (years) with a probatory period of six (6) months when an evaluation of performance will be carried out by the Client to decide on continuation of the contract to the end of the two-year engagement period. Provided good performance at the end of the engagement period the contract may be extended for the period required by the project's business needs. The consultant is expected to start services immediately after contract signature. The preferred candidate would be a resident of Grenada or would consider relocating to Grenada, subject to negotiations.

INPUTS PROVIDED BY THE CLIENT

The consultant will be provided with office space, communications, contacts, and necessary office equipment at the PIU location during missions and access to all necessary information to carry out consultant's duties.

INFORMATION ON SELECTION PROCESS

The selection process will be carried out by the procedures for Selection of Individual Consultants specified in the World Bank Procurement Regulations for IPF Borrowers dated November 2020. The market approach will be open to international competition. Evaluation will be carried out strictly based on the above-described Mandatory Requirements. A time-based contract is expected to be signed with the first ranked consultant provided successful negotiations.