

**Government of Saint Lucia**

**Department of Health and Wellness**

**Health System Strengthening Project**

**Terms of Reference (TOR)**

**INTERNATIONAL PROCUREMENT CONSULTANT**

**062/002B /CS/HSSP/01-20**

October 2019

**Introduction**

The Government of Saint Lucia (GOSL) has obtained financing channeled through the World Bank (WB) for the financing of Health System Strengthening Project to support the Government of Saint Lucia's initiative to improve the accessibility, efficiency, and responsiveness of health service delivery with the health sector.

The financing supports the GOSL in achieving National Health Insurance. In addition to the implementation of an essential benefits package, the Project will use financial incentives to enhance service delivery at the primary health care level, improve health infrastructure at the primary health care level, and improve preparedness and response for public health emergencies. Activities conducted under the Project will take place alongside ongoing developments, such as the rollout of the essential benefits package, which is expected to be conducted in phases, will take upcoming transitions and expenditure pressures into consideration.

The Project in the amount of US$20 million will strengthen Saint Lucia’s health system, focusing on the establishment of an essential benefits package, strengthening institutional readiness and performance particularly at the primary care level, and improving public health emergency preparedness and response. An essential benefits package has been drafted, and will be refined and rolled out using a phased approach. Specifically, it would begin with a minimum, essential benefits package which fits in the government’s fiscal space, with benefits added over time as efficiency gains are made and administrative systems (and revenue collection) improve. This essential benefits package would be further enhanced by incentives aimed at enhancing delivery of services at the primary care level.

The Financing Agreements requires that the Government of Saint Lucia establish a Project Implementation Unit with staff satisfactory to the World Bank to undertake the fiduciary aspects of projects which includes financial management, procurement, safeguards and monitoring and evaluation. To this end and in effort to strengthen the capacity of the Department of Health and Wellness to oversee and facilitate the implementation of the Health Systems Strengthening Project, the Government of Saint Lucia seeks to engage the services of an International Procurement Consultant.

**Objectives of the Assignment**

The objective of this assignment is to provide short term adequate procurement expertise to the project, in accordance with the Loan Agreement and World Bank Procurement Regulation for IPF Borrowers.

# *General Scope of Services*

The International Procurement Consultant will be responsible for providing quality procurement expertise in conducting all activities related to preparing, maintaining and updating the Procurement Plan, contract management records, data bases, Contract and Fixed Assets Registers and drafting of the relevant procurement documents for the Project in accordance with the regulations and guidelines on procurement and contracting outlined in the Operations Manual. The International Consultant is expected to provide procurement training to the Project Implementation Unit and especially hands on training to the procurement analyst engaged under the project.

# *Duration*

The International Procurement Consultant will be engaged on part-time basis (6 months) and is expected to commence the assignment on December 15, 2019. A performance evaluation after the first two months of services rendered will be done,

The selection of the International Procurement Consultant will be carried out in accordance with the Individual Consultants provisions of the World Bank Procurement Regulations.

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**Supervision Received from: Project Manager**

**Nature of Supervision Received: General**

**Supervision** given directly or indirectly: none

Liaises with:

Internally: Procurement Analyst, Financial Management Specialist, Procurement Team, Technical Officers of the Ministry of Health, Central Tenders Board

Externally: Contractors, Consultants, Suppliers, and Project Donors.

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**Duties and Responsibilities:**

1. **Procurement Process:**
   1. Draft, review and/or assist the procurement analyst in the preparation of the following documents:
      1. Invitation to Quotes and Purchase Orders for procurement of goods using shopping procedures.
      2. Bidding Documents and Request for Proposals
      3. Assist the Project Manager in the preparation of Terms of Reference for Project implementation as required
   2. For contracts that are subject to prior review, submit procurement documents through STEP to the World Bank for no-objection
   3. Prepare and publish General and Specific Procurement Notices and seek advertising space from newspaper.
   4. Attend and record Minutes of Bid Opening.
   5. 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.
   6. 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.
   7. Seek approval from the relevant authority (Permanent Secretary, Departmental Tenders Board, and Central Tenders Board) for award of all contracts
   8. Prepare letters to contractors regarding award of contract, discharge of bid securities
   9. Prepare notification of award of letters to unsuccessful bidders.
   10. Ensure the timely submission of signed contracts to the World Bank, Audit, Accountant General and the implementing agencies and to confirm receipt
   11. Upload Procurement information via STEP system of the World Bank.
   12. Maintain a database of suppliers to facilitate procurement under request for quotation procedures.
   13. Prepare of List of Contracts (Goods, Works and Consultant’s Services) procured under the Projects to be included into the Financial Statements.
2. **Monitoring and Reporting** 
   1. Provide assistance to the procurement analyst, support the project manager and follow-up to project monitoring and stewardship – including assistance with report reviews, briefings, assessments and project summaries.
   2. Assist in the preparation of the Operational Manual for the various Projects to serve as a guide for the project.
   3. Work with Financial Management team to ensure that the Procurement Plan, Budget Estimates and Financial Statements are in agreement (for both planned and actual)
   4. Liaise with Implementing team to gather information regarding approved work plans for updating of the corresponding procurement plan.
   5. Obtain, integrate, and input information from Implementing entity of physical progress of the various components to generate reports regarding status of contracts as required by the World Bank and GOSL.
   6. Ensure that goods/services/works are procured in accordance with the approved Procurement Plan, the Procurement Regulations of the World Bank and the Financing Agreement for the project.
   7. Follow up with the contractor/suppliers/consultants for invoices for works and services completed/in progress. This includes visiting Project Sites to monitor progress of works and services.
   8. Verify and monitor deliverables against Contracts.
   9. Attend Project review meetings with Donor Agencies and Implementing Agencies to discuss project status.
   10. Maintain and update Contracts and Fixed Assets Register for Project assigned. Ensure labeling of all Fixed Assets procured.
   11. Participate in and contribute to Post Procurement Reviews and annual Audits.

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**Qualifications and Experience**

Bachelors Degree in Procurement, Accounting, Finance, Business Administration, Engineering, Law or related field with *6* years of related working experience., preferably in an international environment.

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**Learning Curriculum** recommended for the holders of this position in order to support the sustained successful performance of functions:

1. Government of Saint Lucia Procurement and Stores Regulations.
2. Government of Saint Lucia (GOSL) Finance Regulations.

**Requirements**

Specific knowledge, skills and overall competencies required to successfully carry out functions of the position. The following information will be used together with the specific duties and responsibilities in order to assess the incumbent’s performance:

1. **Preferably possesses knowledge of Government of Saint Lucia (GOSL) Procurement and Stores Regulations, Procurement Organizational Structure, Procurement Processes.** Able to provide accurate, practical advice on the application and risk mitigation measures related to GOSL procurement policies and procedures.
2. **Possesses knowledge regarding major donors (World Bank) Procurement Regulations and procedures**. Able to provide high quality, practical advice on the application and risk mitigation measures related to Donor procurement policies and guidelines.
3. **Preferably Possesses knowledge regarding GOSL Finance Act and Finance Regulations**. Able to provide accurate, practical advice on the application and risk mitigation measures related to GOSL Finance Regulations.
4. **Demonstrates basic knowledge of GOSL Labor laws, National Insurance Contribution (NIC) and Income Tax regulations,** with an ability to advise as applicable to consultant contracting related responsibilities.
5. **Analytical skills –** Able to analyze overall information, including facts and data to support sound, logical decisions regarding own work. Able to assess linkages between policies and potential issues, proactively identifying potential problems that may need attention and raising them as necessary to the supervisor in order to prevent challenges at a later time.
6. **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 reports.
7. **Integrity and Confidentiality –** Able to handle highly sensitive matters in a highly confidential manner.
8. **Client Orientation-** Takes 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.
9. **Time Management and ability to multi-task-** Takes personal ownership and accountability to meet deadlines and has the personal organization to do so. Able to organize own work in accordance with priority and deadlines, communicating with others as necessary in order to prevent delays.
10. **Results Orientation** Takes personal ownership and accountability to meet agreed upon results. Follows up and coordinates with others as necessary. Proactively identifies solutions to obstacles that affect deliverables.
11. **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.
12. **Learning and Knowledge Sharing** - Actively seeks knowledge needed to complete assignments and shares knowledge with others.
13. **Conflict Management skills –** Able to seek solutions that support peaceful resolution of disagreements, respecting different points of view.
14. **Proficiency in Computer Software necessary to carry out functions, including**: Microsoft Office, knowledge of Microsoft Project and Access. Demonstrates knowledge of STEP, QuickBooks Software as necessary to carry out Procurement responsibilities.