



MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION, SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING

Francis Compton Building, Waterfront, Castries
Telephone: 758 468 5288 / **Fax:** 758 453 2299

GOVERNMENT OF SAINT LUCIA/ OECS SKILLS AND INNOVATION PROJECT
REQUEST FOR EXPRESSIONS OF INTEREST: PROCUREMENT SPECIALIST

The World Bank's Board has approved US\$36 million to Grenada, Saint Lucia and the Organization of Eastern Caribbean States (OECS) Commission from the International Development Association (IDA) of the World Bank Group to finance the OECS Skills and Innovation Project. Each participating country will receive funding in the amount of US\$15 million credit while the OECS Commission will receive an IDA grant in the amount of US\$6 million.

The project consists of four components as follows:

- 1. Fostering regional collaboration for skills and innovation in the post-secondary space.** Develop an overarching regional strategic framework for post-secondary education and design mechanisms to enhance collaboration among OECS Member States on post-secondary education, improve post-secondary data at the regional level, and develop a regional innovation ecosystem with strong participation of post-secondary institutions.
- 2. Strengthening post-secondary institutions and collaborative innovation.** Provide direct support to National Colleges and other selected post-secondary institutions in participating countries to implement Regional Enhancement Plans (REPs), support collaborative innovation projects, and develop new or enhance existing programs to foster priority skills, with the objective of promoting improved learning environments, enhanced skills development, and innovation in the OECS to respond to increasing private sector demand for skills.

3. **Project Management and Technical Assistance.** Provide technical assistance to support the implementation of Project activities and finance the establishment and functioning of three Project Implementation Units (PIUs), notably, (i) a PIU in the OECS Commission to procure regional activities for Component 1; and (ii) PIUs in Saint Lucia and Grenada to carry out activities under Component 2. Strengthen selected aspects of the OECS post-secondary education system's performance, strengthen institutional capacity, and support project management.
4. **Contingent Emergency Response Component (CERC).** Facilitate the use of critical resources in the event of an eligible national emergency. It will have an initial zero budget allocation but would allow for rapid reallocation of project funds in the event of an eligible natural disaster or crisis that has caused or is likely to imminently cause major adverse economic and/or social impacts.

The Project will be implemented through a Project Implementation Unit (PIU) that will carry out the activities in pursuit of accomplishing the objectives. The PIU will be headed by a Project Manager (PM) who reports to the Permanent Secretary (PS), Department of Education, Innovation and Vocational Training.

The Department of Education, Innovation and Vocational Training, the Project Executing Agency, now invites interested eligible individuals to submit Expressions of Interest for the position of **Procurement Specialist**.

The **Procurement Specialist** shall oversee the effective application of internal control mechanisms and shall be responsible for all procurement activities of the Project in accordance with the World Bank's Procurement Regulations, and the procurement provisions outlined in the Financing Agreement and the Procurement Manual.

The duration of this assignment is expected to be until January 08, 2030. Contracts will however be offered for twelve (12) months, and will be subject to renewal based on job performance.

Expressions of Interest will be evaluated based on the following: expertise, qualifications and experience in undertaking similar assignments. The Expressions of Interest should include the Consultant's updated curriculum vitae including: (i) personal and technical skills, (ii) experience in working with similar projects in developing countries, and (iii) the names of at least three (3) references with contact information (e-mail address, telephone or fax numbers).

In the evaluation of submissions, consideration will be given to technical competence, qualifications and experience - as delineated in the attached Terms of Reference for this position,- local and regional experience on similar assignments, and existing commitments.

Following the assessment of submissions, the most technically capable and appropriately experienced applicants will be invited to an interview. The Department of Education, Innovation and Vocational Training reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. The Department of Education, Innovation and Vocational Training will not be bound to assign any reason for not shortlisting any applicant, and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

Applications must be submitted in English to the address below and reach the Office of the Permanent Secretary, Department of Education, Innovation and Vocational Training no later than 4:30 pm local time on **Wednesday, April 24, 2024**.

Permanent Secretary
Policy & Administration Unit
Department of Education, Innovation and
Vocational Training
4th Floor, Francis Compton Building
Waterfront, Castries
SAINT LUCIA

Please note that the sealed envelope containing each submission should include the name and address of the applicant, and shall be clearly marked "**OECS Skills and Innovation Project-
Title of Position**".

Further information including details of the project may be obtained by contacting 468 3219/5285/5258/5259 between 9:00 am and 4:00 pm local time, Monday to Friday, or by emailing cpusecretary@education.gov.lc

OECS Skills and Innovation Project –P179210

PROCUREMENT DUTIES/RESPONSIBILITIES, SKILLS AND QUALIFICATIONS

Terms of Reference for Procurement Specialist

PROJECT BACKGROUND

The World Bank's Board has approved US\$36 million to Grenada, Saint Lucia and the OECS Commission from the International Development Association (IDA) of the World Bank Group to finance the OECS Skills and Innovation Project. Each participating country will receive funding in the amount of US\$15 million credit while the OECS Commission will receive an IDA grant in the amount of US\$6 million.

The OECS Skills and Innovation Project will provide for investments in post-secondary education to promote transversal and advanced technical skills among youth while strengthening regional cooperation in post-secondary education. Over the next six years, the project will benefit 40,000 youth (18 to 34 years of age) who are currently enrolled or will enroll in post-secondary institutions in the OECS region, and who will benefit from regional interventions to foster collaboration in the post-secondary education space. In addition, youth will benefit from the project's provision of new tools to assess priority skills and support teachers, as well as 120 entrepreneurs and firms that would participate in collaborative innovation projects. The project will also foster collaborative innovation within Organization of Eastern Caribbean States (OECS) Member states.

The project consists of four components as follows:

5. **Fostering regional collaboration for skills and innovation in the post-secondary space.**
Develop an overarching regional strategic framework for post-secondary education and design mechanisms to enhance collaboration among OECS Member States on post-secondary education, improve post-secondary data at the regional level, and develop a regional innovation ecosystem with strong participation of post-secondary institutions.

6. **Strengthening post-secondary institutions and collaborative innovation.** Provide direct support to National Colleges and other selected post-secondary institutions in participating countries to implement Regional Enhancement Plans (REPs), support collaborative innovation projects, and develop new or enhance existing programs to foster priority skills, with the objective of promoting improved learning environments, enhanced skills development, and innovation in the OECS to respond to increasing private sector demand for skills.
7. **Project Management and Technical Assistance.** Provide technical assistance to support the implementation of Project activities and finance the establishment and functioning of three PIUs, notably, (i) a PIU in the OECSC to procure regional activities for Component 1; and (ii) PIUs in Saint Lucia and Grenada to carry out activities under Component 2. Strengthen selected aspects of the OECS post-secondary education system's performance, strengthen institutional capacity, and support project management.
8. **Contingent Emergency Response Component (CERC).** Facilitate the use of critical resources in the event of an eligible national emergency. It will have an initial zero budget allocation but would allow for rapid reallocation of project funds in the event of an eligible natural disaster or crisis that has caused or is likely to imminently cause major adverse economic and/or social impacts.

The Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training (MoE) will work closely with the Project Implementation Unit (PIU) for the implementation of Project activities. The services of a Procurement Specialist are hereby being sought.

Objective:

The Procurement Specialist will be responsible for all procurement activities of the Project in accordance with the World Bank's Procurement Regulations, as well as the procurement provisions outlined in the Financing Agreement and the Procurement Manual. The Procurement Specialist will also oversee the effective application of internal control mechanisms.

Terms of Assignment

The Procurement Specialist will report to the Project Manager. The salary assigned to this post will be consistent with the level of responsibility envisaged and within the scope of the Government of Saint Lucia's salary scale. It must be noted that this post does not include relocation allowance.

Duties and Responsibilities:

The Procurement Specialist has the responsibility to ensure that the project procurement needs are met in a timely, competitive, transparent manner for value for money. The selected candidate will be responsible for ensuring that procurement under the Project is conducted in accordance with the procedures and timelines agreed with the Bank. He/She will be part of the Project Implementation Unit. In so doing, he/she will:

Procurement Planning

- Prepare and update the project procurement plan on a regular basis and recommend problem solving of procurement issues;
- Conduct a market research to identify sources of supply, trend analysis and benchmarking in international markets and update accordingly the Project Procurement Strategy for Development (PPSD);

Procurement Process

- Conduct all project procurement related activities in accordance with the World Bank Procurement Regulation and specific requirements of the Financing Agreement;
- Conduct all procurement tasks including assisting in preparation of Specifications, Terms of References, drafting of Bidding documents, Advertising notices, request for proposals, evaluation reports, preparation of contracts and other required administration procedures in support of the Tendering/Bidding Committee;
- Contribute to the procurement analysis to assess efficiency and effectiveness of procurement activities against project work plans and to address key challenges;
- Serve as a procurement subject matter expert on project procurement initiatives in Departmental Procurement Committee or Central Public Procurement Committee meetings;

- Prepare/review bid evaluation reports, ensure the integrity of the competitive and fairness of the process, facilitate bidder debriefings, and exercise appropriate judgement and tact while ensuring to protect confidential information;
- Use Systematic Tracking of Exchanges in Procurement (STEP) for all related project procurement activities and ensure that relevant documentation are recorded accurately in the system;
- Obtain timely World Bank **No Objections** for procurement activities as required for prior and post review as directed;
- Organize bidder conferences, organize and support evaluation committees in due time for bid evaluations (as appropriate) and ensure proper documentation of committees' deliberations and findings; and
- Analyze, negotiate, and draft contractual arrangements, ensuring appropriate terms and conditions are included to protect the interests of the World Bank and the Government of Saint Lucia.

Contract Management

- The selected candidate will be highly adept at defining and implementing procurement and contract management best practices, standards, processes, and tools to achieve objectives and goals;
- The selected candidate can ensure effective contract cradle-to-grave performance by interpreting contract requirements, managing risk and monitoring service delivery;
- Verify invoices against procured goods, works and services as stipulated in contracts;
- Submit signed contracts, completion/delivery certificates, etc., to the finance staff for payments;
- Track progress of procurement activities against the plans set out in the Project Operational Manual (POM);
- Highlight variations in progress, record reasons and identify remedial actions;
- Maintain up-to-date and accurate project procurement records for Audit purpose and World Bank review;
- Prepare and submit to the Project Manager, procurement information for project progress reports, and any additional procurement information as deemed necessary;
- Liaise with the relevant entities of the Implementing Agencies to share information and experiences on project procurement approaches and experiences under the Project with a view to transferring knowledge of procurement methods;

- Prepare procurement reports for inclusion in the PIU progress reports, and other reports as may be requested under the Project;
- Deliver presentations to the Steering Committee on the purpose, activities and performance of the Procurement Plan when requested;
- Facilitate the submission of performance evaluation reports of Consultants, Contractors and Suppliers; and
- Liaise with the World Bank Procurement staff on a regular basis for guidance and clarification.

Skills and Qualifications (Minimum Requirements):

Successful completion of a Bachelor's Degree in Procurement, Finance, Law, ~~Accounting~~, Business Administration or relevant field from an accredited institution;

Graduate Diploma in Procurement and/or Supply Chain Management will be an added advantage;

Certification in Procurement or experience in the systematic procurement of works, goods and services;

A minimum of three (3) years' procurement experience with Public or Private Sector, Non-Government Organization (NGO) or International NGO;

Knowledge of procurement procedures and policies of Multilateral Development Banks (MDBs) or International Financial Institutions (IFIs) would be an asset; and

Training in Multilateral Development Banks (MDBs) or International Financial Institutions (IFIs) procurement procedures, and practical experience in the application of these rules and regulations would be an asset.

Selection Criteria:

- a. Extensive knowledge of and experience in applying public/private sector procurement procedures and practices, with good understanding of sources of supply, market trends, pricing, etc.;
- b. Knowledge of Government's project implementation and procurement processes;

- c. Demonstrated experience in market research, strategy development, REOI/RFQ/RFB/RFP/Bid preparation, contract negotiations, gaining consensus on award decisions, and launching contracts;
- d. Knowledge in the implementation of MDBs/IFIs projects;
- e. Training and experience in the management of private/public sector procurement; and
- f. Demonstrated competence and knowledge of principles, practices and procedures governing procurement.

Other skills/competencies

Fully conversant with Microsoft Suite of products (Excel, Word, PowerPoint, etc.), collaborative tools and other related procurement software; and

Strong writing and management/organizational skills.

Duration

The Procurement Specialist's contract will be for a period of twelve (12) months. The renewal of the Consultant's contract will be based on satisfactory performance determined on the basis of inter alia, the evaluation of his/her performance of services using agreed targets and milestones. Performance appraisals will be undertaken every six (6) months.