

**TERMS OF REFERENCE  
PROCUREMENT OFFICER**

**GOVERNMENT OF SAINT LUCIA  
RESILIENT RENEWABLE ENERGY INFRASTRUCTURE INVESTMENT FACILITY  
(P180831)**

**1. BACKGROUND**

The Caribbean Efficient and Green-Energy (CEGEB) and the Resilient Renewable Energy Infrastructure Investment Facility (REIIF) are partnerships between the Government of Saint Lucia and the World Bank aimed at accelerating the country's transition to sustainable, reliable, and climate-resilient energy systems. The CEGEB (P179519) is financed in the sum of US\$ 30,000,000.00 million in loan resources and commenced in April, 2025. The REIIF Project (P180831) is financed through World Bank resources in the sum of US\$ 35,410,000.00 million in loan and is implemented by the Government of Saint Lucia through the Ministry of Physical Development and Public utilities (MPDPU).

The CEGEB Project Development Objective is to save energy, increase the use of renewable energy in public buildings and facilities, and enhance regulatory framework for investments in energy efficiency and renewable energy in participating Caribbean countries. This is being achieved through three (3) main components:

**Component 1: Investment in EE measures and DRE systems in the public sector**

This component will finance investments in EE retrofits and the installation of new distributed RE systems in public buildings and other facilities and technical assistance for identification, design and implementation supervision of the investment. It will also help integrate these RE systems into the national grids. The Project envisages investment in about 120 buildings in Saint Lucia.

**Component 2: Regulatory Framework Development**

Policy and regulatory development activities under subcomponent 2.1 (Saint Lucia Subcomponent) may include: (i) support for the development of tariff policies and regulations on DPVs, such as net billing, grid codes, and a standardized contract for RE; (ii) policies and regulations and guidelines for EE building retrofits, EE equipment and appliances; Minimum Energy Performance Standards (MEPS), EE labeling, electric vehicles and charging infrastructure, and existing buildings' benchmark regulations, and (iii) other activities, including studies and capacity building, to develop and strengthen the national regulatory frameworks in harmonization with regional regulations and rules for scaling up investments in EE and RE.

**Component 3: Technical Assistance for Project Implementation Support and Capacity-Building**

For Saint-Lucia Subcomponent 3.1 will strengthen the capabilities of Grenada project implementation unit (PIU), stakeholder engagement and capacity building in planning, execution and operation of EE and DRE investment.

The RREIIF overall objective is to increase the share of utility-scale renewable energy generation and private-sector participation in renewable energy development in Saint Lucia. This is being achieved through three (3) main components:

**Component 1** – will establish the regional coordination entity responsible for (i) coordinating the aggregation of renewable energy projects to achieve economies of scale and reduce the cost of individual projects, and (ii) providing technical support to national entities of the three participating countries, as well as to the ECPCGC

**Component 2** - Equity Capital in the RREIIF Risk Mitigation Fund for Partial Credit Guarantees. RREIIF will provide risk mitigation solutions for participating banks in the region through a new RE window with multiple product offerings, e.g. partial credit guarantee (PCG) implemented by the ECPCGC. This component will also address physical risks by supporting RE projects that have resilient design.

**Component 3** - This component focuses on modernizing electricity grids to support the integration of RE sources and enhance the reliability and resilience of energy infrastructure. It will finance the optimization and strengthening of transmission and distribution (T&D) networks in participating countries, preparing the grid to accommodate increased RE generation, including battery energy storage. The investment will cover works to expand the capacity of existing sub transmission lines, upgrade current substations, or establish new primary substations. All infrastructure design and construction will incorporate climate-resilient measures to enhance the grid's durability against climate and natural disaster risks, which have been estimated to represent an additional cost of 30 to 100 percent based on experience of other countries in the region and determined during feasibility studies.

A Project Implementation Unit (PIU) has been established in the MPDPU to carry out the day-to-day coordination and implementation responsibilities of both projects. With the imminent start of the REIIF Project, the responsibilities of the PIU will be expanded to oversee the implementation of the two projects, namely, the RESDP and the REIIF projects. The MPDPU is looking to hire a Finance Specialist who will support the two projects. The approximate distribution of workload will be as follows:

1. CEGEB: 50%
2. RREIIF: 50%

## **2. OBJECTIVE**

The Procurement Officer (PO) has the responsibility to ensure that the procurement needs of the Project are met in a timely, transparent and cost-effective manner. The PO is responsible for accurately selecting

and implementing the most optimal procurement method, developing and efficiently managing key relationships with internal and external stakeholders, partners and vendors. The PO is responsible for conducting the procurement process all procurement activities as outlined in the Project Procurement Strategy for Development (PPSD) as well as following up on contract management. The PO will oversee the Procurement Assistants under the RREIIF and CEGEB projects to ensure full alignment with World Bank Procurement Guidelines.

### **3. KEY RESPONSIBILITIES**

The duties/responsibilities include, but are not limited to:

#### Procurement planning

Prepare the annual procurement plans for the project, activities as outlined in the project documents and provide recommendations for synergies/pooled procurement and facilitating shared resources. Maintain updated Project Procurement Strategy for Development (PPSD) to underpin the Procurement Plans

Implement and update the procurement plan on a regular basis and recommend problem solving of procurement issues.

Contribute to the procurement analysis to assess efficiency and effectiveness of procurement activities against work plans and to address key challenges.

Conduct research to provide comparative quotes/data/analysis to enable value for money in the procurement process

Supervise the regular updating of the procurement work plans by the PA as they are approved.

#### Procurement and Procurement Process Management

Conduct all procurement tasks including assisting in preparation of Specifications, Terms or References, preparation of Bidding documents, Advertising notices, request for proposals, evaluation reports, preparation of contracts and other required administration procedures in support of the Tender/Bidding Committee.

Supervise the Preparation of notifications to successful and unsuccessful bidders and ensure the publication of award of contract notices.

Plans, organizes, and leads the bid solicitation, requests for quotation, company profiles, and proposals, processes RFQ, RFP, RFB, ITB developing bid evaluation criteria and providing guidance on stages of procurement.

Supervise the drafting bid evaluation reports, ensures the integrity of the competitive process, facilitates bidder debriefings, and exercises appropriate judgement and tact while ensuring to protect confidential information.

Convenes meeting of the Bid Evaluation Committee to provide guidelines for conducting the evaluation and to resolve major discrepancies in scores.

Monitors and reviews progress of contractual agreements, reviews and approves invoices for payment, follow-up to ensure suppliers are paid on time, resolves any problems that arise, performs post contract evaluations, creates, and maintains procurement records, including electronic records and other internal systems, ensuring accuracy and integrity of data.

Supervise the preparation of the minutes of negotiations, and drafts contractual agreements, ensuring appropriate terms and conditions are included to protect the interests of the World Bank and the GoSL.

Respond to both internal and external queries directed to Procurement and escalate where necessary. Develop innovative solutions to move the procurement process forward ensuring process and policy is upheld.

Ensure the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) portal is used on a real time basis and fully updated at all times.

Follows requests for purchases end to end ensuring efficiency and value for money on all purchases. Present accurate information on the bidding process to the evaluation panel including the advertising period, bids received etc.

Accurate analysis of the bids received

RFQ/RFP processed within the agreed Timelines

Accurate and timely communication, Contracts, POs within the agreed timelines after approval and sent to the vendors.

Timely closure of tendering process as per agreed timelines.

Ensure specifications and descriptions in product catalogues are up to date.

Ensure that all procurement-related queries both internal and external are actioned within the agreed timelines

Ensure that the deliverables and related invoices are submitted to the Finance Officer in a timely manner to facilitate prompt payment to all service providers upon completion of service.

All bidding processes and procedures are aligned to the World Bank's Procurement Regulations

### Contract Management

Ensures that an up-to-date comprehensive procurement database is maintained for efficient management of contracts in terms of contract value, contract period and other related contractual matters for Consultants, Suppliers and Contractors.

Ensure efficient archiving/storage of Contract documents and information to support contract management and reporting.

Facilitate the submission of performance evaluation reports of Consultants and Contractors.

Maintaining updated vendor performance review file

Timely and concise reports as always required.

Highlight critical areas that require immediate attention to eliminate issues

### Training and support of Internal and external Stakeholders on Procurement Processes

Provides advice and guidance to Internal and external stakeholders on procurement matters, and coaches them on relevant processes (i.e. Requests for Proposals (RFP), Requests for Quotations (RFQ), Bid evaluation criteria, contract Management and other competitive procurement tools) to ensure they obtain best value, and to ensure procurement processes are perceived by suppliers as fair, open and ethical.

Coordinate & schedule meetings, appointments as requested by the World Bank and consultant's evaluation meetings and take minutes.

Participate in Regional Meetings to provide support and response to queries

Update team members on procurement processes and policies.  
Provide accurate and concise minutes and feedbacks to the teams.

#### Supervision of Procurement Assistants

Provides General Supervision and oversight of the Procurement assistants on the CEGEB and RREIIF Projects.  
Ensures that PA are adequately trained to perform the necessary functions  
Periodically evaluates the performance of PAs

### **6. DURATION**

The Procurement Officer will be engaged on a full-time basis and is expected to commence service promptly. The contract duration will be one-year, including a 6-month probation period, renewable annually until the project's closing.

### **7. REPORTING**

The Procurement Officer will report to the Project Managers CEGEB and RREIIF.

### **8. TERMS AND CONDITIONS**

The PIU will provide the Officer with access to office space, office equipment including computers, access to printing and photocopying and all necessary software required for discharge of duties.  
The Officer will be required to sign a code of conduct preventing abuse, exploitation, and harassment.

### **9. QUALIFICATIONS AND EXPERIENCE**

The Procurement Officer is expected to have strong interpersonal skills with the ability to interact with diverse audiences and stakeholders and should meet the following requirements:

- A bachelor's degree in business management, Accounting, Procurement or a related field.
- A minimum of three (3) years' proven experience and knowledge of procurement procedures and policies of international lending institutions (such as the World Bank, Inter-American Development Bank, European Union)
- Graduate Diploma in Procurement & Supply Chain Management will be an added advantage
- Demonstrated experience and skills project management
- Experience in researching and analyzing trends and prices for services and goods.
- Demonstrated experience and skills in delivering training would be an asset.
- Demonstrated competence and knowledge of principles, practices and procedures governing procurement
- Excellent negotiation skills
- High proficiency in spoken and written English
- Fully conversant with Microsoft Suite of products (Excel, Word, PowerPoint, etc.), collaborative tools and other related procurement software.

