



**THE GOVERNMENT OF THE COMMONWEALTH OF THE  
BAHAMAS**



**THE MINISTRY OF FINANCE**

**THE PUBLIC FINANCIAL MANAGEMENT AND PERFORMANCE MONITORING REFORM  
PROJECT (PFM/PMR)**

**CONSULTANCY AVAILABLE: Electronic Government Procurement Analyst**

This notice is placed on behalf of The Ministry of Finance to provide background information on PFM/PMR so that interested persons meeting the stated criteria determine their eligibility and offer their services under the requirements of the project. The Government of the Commonwealth of the Bahamas (GoB) has received financing from the Inter-American Development Bank (IADB) under loan #3340/OC- BH to fund the contract cost.

**SUMMARY OF BACKGROUND INFORMATION**

Component IV: Public Procurement will modernize the public procurement system, promote efficient market competition & deliver value for money. The E-Procurement and Supplier Registry System automates all processes related to tendering and will be the government's flagship initiative under Component IV.

**FUNCTIONS AND RESPONSIBILITIES**

Reporting to the Chief Procurement Officer of the Public Procurement Department, the e-GP Analyst will act as the focal point for the Supplier Registry and Helpdesk for the GOB E-Procurement system. The overall responsibility for the online tools to help supplier's with their pre-qualification status and be able to view their critical documents and information relating to providing goods, works and services to the GOB through the E-Tendering system. Inter alia, the Consultant will:

- Provide all helpdesk support for electronic government systems and supplier registry portal, via email, or through the telephone.
- Record all requests in the case tracking software for internal and external support.
- Maintain the supplier database, User Registration Manual and other reporting systems.
- Maintain the Frequently Asked Questions web pages on the E-Procurement and Supplier Registry portal.
- Maintain social media feeds

**EDUCATION SKILLS AND EXPERIENCE**

- Bachelor degree in Information Technology, or other similar disciplines.
- At least 2 years of relevant experience in a non-profit or public sector organization (preferred).
- Knowledge of supplies, equipment, and/or service ordering and inventory control.
- Ability to reconcile stock counts to report data, prepare routine administrative reports, analyse and solve problems

**SELECTION PROCESS**

Selection is in accordance with the Qualifications of National Individual Consultants method procedures set out in the Inter- American Development Bank: Policies for the selection and contracting of consultants financed by the Inter-American Bank (Document GN-2350-9). Note that the Government of the Commonwealth of The Bahamas has the authority to reject any and all proposals without an explanation. CVs must be delivered with the subject line: E-GP Analyst by e-mail by **5:00pm on July 3<sup>rd</sup>, 2018** to

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