



**GOVERNMENT OF THE COMMONWEALTH OF THE BAHAMAS**

**THE MINISTRY OF FINANCE**

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



**EMPLOYMENT OPPORTUNITY: PROCUREMENT CONSULTANT**

**Title:** Procurement Consultant for Public Financial Management and Performance Monitoring Reform (PFM/PMR) Project

This notice is placed on behalf of The Ministry of Finance for the purpose of providing background information regarding the objectives of the PFM/PMR Project so as interested persons who meet the stated and other criteria to determine their eligibility and apply to this position. The Government of the Commonwealth of the Bahamas has received financing from the Inter-American Development Bank (IADB) under loan #3340/OC- BH to partially/totally fund the contract cost.

**SUMMARY OF BACKGROUND INFORMATION**

The PFM/PMR project will improve the Financial Management and Performance Monitoring capabilities of the Public Sector. Component IV will modernize the public procurement system by promoting efficient market competition & value for money. This component will support activities related to the mandate of the procurement law approved by Parliament in October 2013. The key deliverables of this component include the development and implementation of a modern national procurement business model supported by the establishment of the Public Procurement Unit, an E-Procurement system and a defined professional career path for public procurement officials.

**JOB SUMMARY**

The Procurement Consultant will report to the Financial Secretary and the PFM/PMR Project Manager. He/she will be required to develop and manage the new organization and staff, and, to implement modernization initiatives for Government procurement. The position will require the ability to envision and develop the new unit, incorporating international best practices adapted to the Bahamian context. They will oversee the procurement function in the country, having under his/her purview decentralized contracting and supply management, policy development, research, procurement training, protest and dispute resolution, procurement monitoring, e-procurement system support, centralized contracting when indicated and liaising with the financial management function in particular for budget preparation and execution. Reporting to the Project Manager, the Procurement Consultant will also work closely with all PIU staff and Component Coordinators of the PFM/PMR Project.

**FUNCTIONS AND RESPONSIBILITIES**

- Provide strategic direction in procurement for the Ministry of Finance, and the PFM/PMR Procurement Component, leading and monitoring Government Procurement function effectively and efficiently.
- Formulate and direct the nation's procurement policy, laws and regulations, including the development of handbooks, manuals, circulars and directives for the application of the laws, rules and regulations by all concerned, ensuring correct application while providing policy recommendations and advice to Government and the PFM/PMR PIU on public procurement issues, status and performance.
- Serve as the focal point of all procurement matters to the PFM/PMR Project by coordinating with government ministries, departments and/or agencies departments to monitor, manage, develop and implement all the activities, tasks, deliverables and products of Component IV; organizing meetings and tasks of the Component Development Team (CDT) and the new procurement unit as required but at least bi-monthly; preparing, reviewing the TORs, EOIs and RFPs for the procurement of goods and services for Component IV products; and assisting with the update of the Project Management database and reports.
- Monitor and manage procurement performance indicators, Component IV scheduled activities and tasks, identify and mitigate risks and delays and provide input to the Monitoring & Evaluation Specialist (PIU) on component performance indicators, means of verification and progress on component's products and deliverables.
- Oversee the development and application of modern procurement methods, techniques, policy, procedures and guidelines for the Procurement function as well as an e-procurement road-map, including an e-procurement portal, and procurement research.
- Liaise with government ministries and departments to establish a dialogue on procurement matters at the highest level of government and the private sector as well as institute, monitor and report on the implementation, procurement planning and reporting systems for mandatory use by all procuring entities.
- Manage the budget, recruit, direct, mentor and organize the staff of the newly established Public Procurement unit, leading the development of a procurement career path with defined positions and responsibilities along with training curriculum for Procurement Officers.
- Elaborate and monitor a communication and outreach strategy.
- Present reports with statistical data concerning public procurement.

**QUALIFICATIONS, SKILLS, AND EXPERIENCE**

1. A postgraduate degree in management, procurement, public administration, law, business administration, economics, public policy, development or related field.
2. At least ten years' experience in a senior executive or senior administrative position.
3. Experience on IADB projects including demonstrated knowledge of IADB procurement policies and procedures

4. Knowledge of government procurement policies and procedures
5. Experience working with Project Implementation Units
6. Proficiency in Microsoft Office Suite inclusive of Word, Excel, PowerPoint, Project, Access, Outlook

#### **SELECTION PROCESS**

The individual for the consultancy will be selected in accordance with the 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. Procurement notices will be posted online at [www.bahamas.gov.bs](http://www.bahamas.gov.bs)

Interested persons must submit CVs by 17:00 hours (EST) July 13th, 2017, via email as follows:

Attention: Tonya Adderley

Email: [\*\*tonyaadderley@bahamas.gov.bs\*\*](mailto:tonyaadderley@bahamas.gov.bs)