



REQUEST FOR EXPRESSIONS OF INTEREST

# INDIVIDUAL CONSULTANT



## Government Digital Transformation to Strengthen Competitiveness: Procurement Specialist

Country: The Commonwealth of The Bahamas

Supporting Institution: Inter-American Development Bank

Programme: Government Digital Transformation to Strengthen Competitiveness

Project Number: BH-L1045

Loan Number: LO-4549 / OC-BH

Sector: Reform / Modernization of the State

Sub-Sector: E-Government

Deadline: **8 July 2019**

Post: Procurement Specialist

Reports to: The Programme Manager

The Office of the Prime Minister (OPM) of the Commonwealth of the Bahamas has received financing from the Inter-American Development Bank (IDB), toward the cost of the Government Digital Transformation to Strengthen Competitiveness Programme and intends to apply part of the proceeds for the consulting services of a Procurement Specialist Consultant. The consulting services ("the Services") include responsibility to assist in the overall planning and execution of administrative processes for the contracting of works and services, and the purchase of goods, ensuring at all times effective execution, high quality and transparency. The Procurement Specialist will have a key and pivotal responsibility in supporting the design and implementation of the procurement administration mechanisms and controls for the electronic platform, so as to ensure the proper compliance with the Bank and GoBh policies and procedures and, in particular with the stipulations contained in the Project Operational Manual (POM) of the Facility. The duration of the contractual position is 12 months renewable annually based on satisfactory performance.

### Main responsibilities include:

- Applying the procurement procedures of the Programme based on IDB/GoBH policies and procedures to the overall procurement administration of the Programme in coordination with: (i) the Programme Manager and the Financial Specialist of the PEU; and (ii) the office of the Permanent Secretary, the Accounts Unit, the Procurement Unit, and the technical departments of the OPMMU
- Preparing and updating the Procurement Plan of the Programme, for each of the investment components, undertaking the necessary corrective actions at any stage of the procurement process, and acting as a liaison with the Accounts Unit of OPMMU for the purpose of institutional strengthening and knowledge transfer to the Ministry in procurement administration.
- Ensuring the proper operations and controls of the procurement/purchase order module of the Enterprise Resource Planning System (ERP) of the PEU, and its effective integration with the financial/accounting modules.
- Collaborating with OPMMU and the PEU in the elaboration of the technical specifications, terms of reference and timelines for the execution of the procurement activities of the Programme.
- Preparing the Requests for Proposals (RFPs), tender documents, and quotation requests following Standard Bidding Documents (SBD) issued by the Bank or bidding documents based on the SBD that are acceptable to the Bank.
- Preparing the general calls for tender, the requests for expressions of interest, and the invitations for the conformation of short lists of consultants, as well as the corresponding publications in the media.
- Preparing requests for the Bank's non-objection to procurement activities based on the thresholds and supervision methods contained in the POM, as well as for proposed changes made in procurement of any goods or services, ensuring that all required and approved procurement documentation is included.
- Assisting in contract negotiations, the preparation of contracts and monitoring executed contracts through contract completion, liaising with technical and administrative departments of the OPMMU and the Financial Specialist of the PEU, to ensure payments/disbursements are made according to contractual agreements, and contributing to ensuring that the preparation of monthly and annual disbursement projections and payments are accurate.
- Establishing and maintaining an efficient filing system (electronic and paper-based) to support the needs of the Programme
- Preparing the periodic procurement administration reports of the Programme in alignment with the procurement policies and guidelines of the Bank.

### The successful candidate should have the following:

- A minimum of a Bachelor's Degree in Economics, Accounting, Law or Business Administration. A Master's Degree is preferred.
- A minimum of 5 years of relevant work experience in public procurement or purchasing, and preferably, exposure to investment initiatives within the private / public sector or with international development institutions
- Previous knowledge and exposure of/to IDB's fiduciary, procurement, financial administration and project management policies and procedures is desired. Knowledge of an ICT field would be an asset.

The Office of the Prime Minister now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants will be selected in accordance with the National Competitive Bidding Selection procedures set out in the IDB's: Policies for



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the Selection and Contracting of Consultants financed by the IDB and is open to all eligible bidders as defined in these policies. Consultants will be selected in accordance with the National Competitive Bidding Selection method set out in Selection and Contracting of Firms Policies. Further information can be obtained by E-mail: [opmodernizationunit@bahamas.gov.bs](mailto:opmodernizationunit@bahamas.gov.bs). Submit all CVs and qualification documents must be submitted Re: Procurement Specialist to E-mail: [opmodernizationunit@bahamas.gov.bs](mailto:opmodernizationunit@bahamas.gov.bs) on or before 5:00 pm on **8 July 2019**.