



REQUEST FOR EXPRESSIONS OF INTEREST

INDIVIDUAL CONSULTANT



Government Digital Transformation to Strengthen Competitiveness: Programme Coordinator

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: Programme Coordinator

Reports to: The Permanent Secretary

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 Project and intends to apply part of the proceeds for the consulting services of a Programme Coordinator Consultant. The consulting services ("the Services") include providing the strategic, organizational, financial and technical direction to the PEU, and serving as the main focal point of the Programme within OPMMU and other public and private institutions. Reporting to the Permanent Secretary of the Modernization Unit, the Programme Coordinator will provide leadership, coordination and guidance to all matters pertaining to the successful administration and implementation of the "Government Digital Transformation to Strengthen Competitiveness" Programme (BH-L1045), through the efficient management of the PEU, in accordance with the stipulations contained in the Loan Contract and the Project Operations Manual (POM). The Programme Coordinator will play a pivotal role in supporting the overall governance and institutional arrangements agreed upon between the Bank, the GoBH, and the public and private stakeholders. The duration of the contractual position is 12 months renewable annually based on satisfactory performance.

Main responsibilities include:

- Ensuring the effective compliance with the "Conditions Prior to First Disbursement", as well as ongoing compliance with requirements established in the Loan Contract between the IDB and the GoBH;
- In close coordination with the various technical and administrative personnel of OPMMU, leading the undertaking of the strategic operations planning and execution activities, including the development of the Project Annual Execution Plan (PEP), the Annual Operations Plan (AOP), Project Operations Manual (POM) the Procurement Plan (PP), the Financial Plan (FP), and other periodic physical and financial progress reports, in compliance with the requirements of OPMMU and the Inter-American Development Bank(IADB); and ensuring the proper alignment of the budget and procurement projections;
- Ensuring that SOPs are created, approved, maintained and audited for all of the projects and/or job functions
- Defining and establishing the inter-institutional coordination mechanisms with other public organizations related and/or beneficiaries of the Programme, as well as private sector and other stakeholders;
- Leading the preparation of a communications strategy among beneficiaries, public entities, and other stakeholders and effectively communicating the goal and progress of the Programme to all stakeholders;
- Coordinating the monitoring of activities of the Programme in compliance with its global strategic objectives and those of its individual components, as well as the targets established in the AOP;
- Collaborating with the Procurement Specialist to ensure timely processing of procurements through the IADB, governmental tenders committees and other relevant agencies, according to established procedures;
- Preparing for the Bank the required data, reports and other documentation of the Programme as its individual components, as established in the Loan Contract;
- Supervision and performance evaluation of PEU Staff, ensuring effective coordination of all personnel;
- Designing and implementing an effective organization structure, and developing and leading teams to ensure the timely delivery of the Programme's goals.
- Leading the development--and updating as deemed necessary--of the norms and procedures of the Programme with respect to planning, administration, operations and technical management applicable to the execution of the Programme, and introducing such updates in the POM;
- Overseeing and ensuring that the Programme's activities are being performed adequately, on schedule, within the scope and budget in accordance with contractual agreements including, the respective Loan Agreement, and other relevant documents such as the POM;
- Ensuring the compliance with the Bank and national norms and procedures with respect to, among others, financial administration, internal controls, procurement, administration, and technical management;
- Leading the inter-institutional coordination with OPMMU and other entities of the GoBH;
- Securing the timely availability of financial resources of the loan through the direct contacts with the IADB, OPMMU and Ministry of Finance;
- Ensuring the attainment of the global objectives of the Programme by carrying out a close coordination of the institutional strengthening, technical, and infrastructure development activities of the Programme; Ensuring the effective compliance with



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the financial and physical implementation targets of the Programme, in relation to the AOP of the individual components as well as the consolidated Programme;

- Ensuring the reliability and transparency of the procurement processes of the Programme;
- Ensuring the timely and accurate preparation of terms of reference, standard bidding documents, contracts and other procurement documents for the recruitment of consultants/contractors or suppliers to carry out Programme or Project activities;
- Submitting appropriate written comments and recommendations to the PEU, the OPMMU and the Bank where required;
- Ensuring the dependability and transparency of the financial administration and internal control systems;
- Leading the effective and timely execution of the monitoring, evaluation and auditing activities contemplated in the Programme including updating and maintaining the overall risk management and mitigation framework;
- Guaranteeing the effectiveness of the monitoring activities of the Programme based on concrete performance targets consistent with the Results Framework agreed within the AOPs and Progress Monitoring Reporting (PMR) to the IADB;
- Providing for sound human resources administration practices (i.e. recruitment, selection, contracting, evaluation and remuneration) of the personnel of the PEU, in accordance to agreed Bank and national procedures for personnel administration;
- Following sound fiduciary procedures, establishing and maintaining an efficient filing system (electronic and paper-based) to support the needs of the Programme;
- Implementing appropriate procedures for the inspection, monitoring and performance evaluation with respect to the work of consultants, contractors and partners, so as to certify that works and services are satisfactorily accomplished in compliance with Terms of Reference and contract specifications;
- Conducting periodic field and monitoring visits to assess implementation of the Programme;
- Following Bank procedures, leading the contracting of the Programme's External Auditors, and ensuring that adequate arrangements are in place to facilitate the conduct of audits (internal and external) and that recommendations arising from them are appropriately reviewed and acted upon.

The successful candidate should have the following:

- A minimum of a Master's Degree in an Information and Communications Technology Field, Economics, Engineering, Business Administration or Management with a concentration in ICT, Economics or Engineering. ICT and Project Management Certifications or equivalent are required.
- A minimum of ten years of relevant work experience in programme management within the private / public sector or with international development institutions. Previous experience in the ICT sector is required if degree is other than ICT, as well as exposure to IADB's fiduciary, procurement, financial administration and project management policies and procedures.

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 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. Submit all CVs and qualification documents must be submitted Re: Programme Coordinator to E-mail: opmodernizationunit@bahamas.gov.bs on or before 5:00 pm on or before **8 July 2019**.