

**Government of Sint Maarten
National Recovery Program Bureau**

Individual Consultant

PROCUREMENT ASSISTANT

Background

Following the devastation caused by hurricanes Irma and Maria, the Government of Sint Maarten prepared a consolidated National Recovery and Resilience Plan (NRRP) that prioritizes immediate, short-, medium- and long-term needs for the recovery, reconstruction and resilience of Sint Maarten. This Plan includes estimates of the financial requirements, costs and investments that are necessary to build Sint Maarten back better.

Since January 2018, the World Bank has been assisting the Government of Sint Maarten in the establishment and implementation of a recovery and reconstruction program to implement the NRRP. A significant component of this program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank and implemented by Sint Maarten.

National Recovery Program Bureau

In parallel to the establishment of the Trust Fund and the execution of the NRRP, the Government of Sint Maarten developed an institutional structure for the implementation of Trust Fund financed projects. This structure is materialized in the National Recovery Program Bureau (NRPB) and serves as the Project Implementation Unit (PIU) for Trust Fund projects for which the Government of Sint Maarten enters into a Grant Agreement. As such, the NRPB represents the Government of Sint Maarten vis-a-vis the World Bank in the implementation of Trust Fund financed projects.

All NRPB activities relate to projects or preparations thereof, approved by the Trust Fund Steering Committee, which consists of representatives from Sint Maarten, The Netherlands and the World Bank.

In its capacity of PIU, NRPB works closely together with the line Ministries in the preparation, coordination, execution and evaluation of the Trust Fund projects. In addition, the NRPB will be responsible for all reporting and fiduciary responsibilities towards the World Bank.

Role of the Procurement Assistant

The key objective of this position is to assist the NRPB procurement team in carrying out procurement activities required for the implementation of the ongoing and future projects under the Trust Fund, in accordance with the Project's documents such as the Legal and Grant Agreements, World Bank's Guidelines and the national legislation of Sint Maarten.

The Procurement Assistant (PA) will assist the Procurement Specialist to keep the procurement plans and administration in the portfolio up to date. The PA will report to and work under the direction of the Program Managers. He/She will coordinate activities with the Project Manager and Financial Management. Lastly, the PA will support Financial Management in updating the: a) quarterly Project Disbursement Report and b) Project Disbursement Plan.

Key Duties and Responsibilities

Principal functions of the Procurement Assistant will include the following:

- Maintain reporting procurement system, using the World Bank's online software STEP;
- Participate in the updates of the procurement plans
- Undertake all necessary measures for speeding up the procurement processes;
- Obtain technical specifications and TORs from various relevant experts;
- Assist in drafting tender documentation in accordance with the standard World Bank templates;
- Prepare and issue procurement notices mandated by the procurement procedures;
- Respond to requests for clarifications, issue and amend procurement documents when found necessary;
- Manage and administer procurement email address;
- Arrange for and properly record the proceedings of the pre-bid meetings;
- Arrange for and properly record the proceedings of public tender openings, prepare and submit minutes of openings to the World Bank;
- Provide procurement related support at the Evaluation Committee meetings;
- Prepare evaluation reports in the format required by the World Bank;
- Arrange and participate in negotiations and record the agreements reached;
- Prepare announcements on contract awards and information for the winning bidders/consultants (legal entities or individual consultants);
- Participate in and record contract finalization discussions with the selected bidders/consultants (legal entities or individual consultants);
- Support the preparation of contracts to be signed by the parties in accordance with the procurement documentation and Guidelines. Ensure receipt of signed contracts and contract guarantees;
- Maintain project's procurement files both digitally and in hard copy with support from Office Assistants;
- Provide support in preparation of procurement reports to be submitted to the World Bank;
- Provide inputs for the NRPB progress reports;
- Perform any other duties related to the held position assigned by the NRPB management.

Duration of the Assignment and Performance

The contract duration will be one year, renewable monthly on needs basis. The successful candidate is expected to work full time within Philipsburg, Sint Maarten except where situations demand travel outside the project area.

The PA will perform the above-mentioned tasks on an ongoing basis to the satisfaction of a designated Program Manager .

Remuneration for this function will be in accordance with the remuneration policy for civil servants on Sint Maarten. Scaling is done according to education and relevant experience.

Qualification requirements

Minimum Requirements

- Bachelor's degree in areas such as administration, economics, finance, law or other related fields or equivalent amount of combined education and experience;
- At least two years of work experience related to procurement or administrative tasks;
- Advanced proficiency in English in speech and writing.

Preferred Experience

- Knowledge of the World Bank or other international agencies such as European Union procurement rules and procedures would be a strong advantage.
- Experience in working with public institutions and/or in an international environment is also considered a plus.

General Competencies

- Good writing skills;
- Strong ability to prioritize tasks and work in a dynamic office environment;
- Computer literate. Good knowledge of MS Office applications.
- Other document information tracking/document administration software is an advantage;
- Knowledge of Dutch is an advantage;

To ensure impartiality, the Consultant (including her/his home office, if any) must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project.

How to Apply?

Interested consultants can send their CV by email to the email address stated below. Applicants should ensure that their CV is received before **August 23**, 12h00 AST. Any CV coming in after this date and time will not be considered.

In the subject line, clearly state the position you are applying for.

National Recovery Program Bureau

procurement@nrpbsxm.org

The CV should clearly show the relevant experience and competences outlined in the terms of reference above.