

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

INDIVIDUAL CONSULTANT

Terms of Reference and Scope of Services for Procurement Consultant

Background

Following the devastation caused by hurricanes Irma and Maria, the Government of Sint Maarten embarked on a large-scale recovery and reconstruction program, based on the principle of building back a more resilient Sint Maarten.

Since January 2018, the World Bank is assisting the Government of Sint Maarten in the establishment of this program. A significant component of this program will be financed through a Trust Fund financed by the Netherlands, managed by the World Bank and implemented by Sint Maarten.

The Government of Sint Maarten and the World Bank have developed a 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.

Project Institutional Arrangements

In parallel to the establishment of the Trust Fund and the execution of the NRRP, the Government of Sint Maarten has established an institutional structure, namely the National Recovery Program Bureau (NRPB), for the implementation of Trust Fund projects. The NRPB, in close coordination with the Ministries, will be responsible for the preparation, coordination, execution and evaluation of the projects that will be financed through the Trust Fund.

Consultant's Responsibilities

The Consultant will:

- conduct procurements for the NRPB projects, in accordance with applicable World Bank procurement procedures, and
- strengthen the procurement capacity of institutions involved in the NRPB implementation.

The Consultant will assist project management in the flow of procurement activities scheduled for the implementation of projects under the NRPB. The Consultant will ensure that procurement transactions are reported to NRPB and related stakeholders and that they are implemented following the World Bank's Procurement Regulations for IPF-Borrowers. The Consultant will, as necessary work closely with the technical areas to help them understand the details of the procurement aspects of the project implementation.

The Client designates the Director of the NRPB as its Coordinator; the Coordinator shall be responsible for the coordination of the Consultant's activities under the Contract.

Key Duties and Responsibilities

Principal functions of the Consultant include the following:

- Establish and maintain, in cooperation with the technical areas, an information database on procurement services, technology services, suppliers of equipment, consultants, etc.;
- Maintain a procurement reporting system, using the World Bank's online software STEP
- Carry out the procurement of goods, works and related and consulting services in accordance with the provisions of the World Bank Guidelines and Project Operations Manual;
- Prepare contracts for works and goods and related and consulting services;
- Update and maintain detailed annual procurement plan for the Project;
- Prepare and publicize procurement notices, as applicable, under various procurement methods;
- Prepare bidding documents, request for proposals and other procurement documents with support from technical staff who provide comprehensive specifications, terms of reference, etc.;
- Develop shopping and shortlists, as required, of suppliers and contractors for considering the experience and qualifications of suppliers, contractors, consultants;
- Conduct the bidding and selection process, including pre-bid or pre-proposal meetings, clarifications, bid openings, etc.;
- Provide administrative and procedural support in the technical and commercial evaluation of bids and the preparation of bid evaluation reports;
- Prepare contracts;
- Lead contract negotiations;
- Facilitate general contract administration and monitoring;
- Verify contract payment documents for the supply of goods and works and related and consulting services; and
- Organize contract closure procedures and final reporting;

Duration of the Assignment and Performance

The contract duration will be 6 months, 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 PO will perform the above-mentioned tasks on an ongoing basis to the satisfaction of the Project Manager.

Qualification requirements

Minimum Requirements

- At least a Bachelor's degree in economics, engineering, law or related discipline OR 5+ years' experience in procurement in addition to the experience requested below;
- Advanced proficiency in English in speech and writing
- At least 1 year experience with World Bank Procurement Regulations

Preferred Experience

- Proven practical experience and skills in all aspects of international procurement of goods, works and consulting services and administration is an advantage;
- Practical experience with grant management (procurement aspects) is an advantage;

General Competencies

- Excellent writing skills;
- Strong ability to prioritize tasks and work in a dynamic office environment;
- Ability to manage priorities and workflow with strong multi-tasking and problem-solving skills;
- Strong time management and organizational skills with attention to detail;
- Computer literate. Good knowledge of MS Office applications. Other software is an advantage;
- Knowledge of Dutch is an advantage;

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 of the email, 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.