

REQUEST FOR EXPRESSIONS OF INTEREST

SAINT LUCIA URBAN RESILIENT FLOOD INVESTMENT PROJECT [SURF-IN PROJECT]

ASSIGNMENT TITLE: CONSULTANCY SERVICES – PROCUREMENT ANALYST

Reference No. SLU-SURFIN-PA-06-25

The World Bank group (IBRD) is a key development partner of the Government of Saint Lucia providing substantial resources overtime - financial, technical, human -to aid in the country's development. At the current time the bank continues to finance various programs and projects that operate independently of each other. A major initiative being financed and implemented at the present time is a Project Preparation Grant (PPG) from the World Bank which will be applied initially to the conduct of a pre-feasibility and feasibility study seeking to identify and establish the feasibility of priority flood mitigation investments in the geographical regions of Castries and Anse La Raye. The Ministry of Finance Economic Development and Planning and specifically the Department of Economic Development and the Youth Economy (DoED & YE) in collaboration with partner agencies like the Ministry of Infrastructure, National Integrated Planning and Programme (NIPP), and the Water Resource Management Agency is spearheading the conduct of the Flood Mitigation Study and the eventual preparation of a project to be submitted to the World Bank for financing consideration based on the outcome of the Study.

The Saint Lucia Urban Resilient Flood Investment Project (SURF-IN) is a new World Bank-financed initiative aiming to enhance resilience to flood risk in the urban areas of Castries and Anse La Raye. The project will focus on upgrading infrastructure, strengthening flood control systems, and incorporating nature-based solutions to mitigate the impacts of climate change and extreme weather events. It will also support improved planning, community engagement, and disaster risk management, particularly benefiting vulnerable populations.

A Programme/Project Implementation Unit (PIU) is established in the DoED of the MoFED to oversee the preparation and implementation of the SURF-IN projects. The Procurement Analyst will support the procurement and contract management functions within the PIU and will be required to comply with GOSL and World Bank regulations, procedures and guidelines.

The responsibilities of the **Procurement Analyst** include but are not limited to the following:

- Work closely with the Procurement and Contract Management Specialist in coordinating and executing all procurement activities on the projects; to include Requests for Goods, Works and Consulting Services.
- Liaise with the Interim Project Coordinator, technical team and other consultants to coordinate procurement activities.
- Ensure that all project activities for procurement are linked to the project document.
- Assist in the updating of procurement plan, project procurement for strategy development (PPSD) and monitoring of the procurement process include the timely use of STEP.
- Assist the Procurement and Contract Management Specialist in the preparation of procurement documents .
- Liaise with suppliers and bidders throughout the bidding process to ensure the completion of administrative processes.
- Maintain and update of the Project's procurement filing system and ensure timely input of all relevant documents in their respective files.
- Attend negotiations and all relevant procurement meetings
- Update and maintain the Project's Contract Register
- Assist in the monitoring of contract deliverables

The selected Consultant will be engaged on a full-time basis for two (2) years with a six months' probation period in the first instance with the possibility of an extension based on satisfactory performance.

The detailed Terms of Reference (TOR) for the assignment can be requested from the following email address: vernecia.badal@govt.lc

The Department of Economic Development now invites eligible individual consultants ("Consultants") to indicate their interest in providing the services. Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services; (Curriculum Vitae with supporting certified copies of qualifications, **description of similar assignments**, etc).

Interested Consultants should have the following requisite minimum qualifications and professional experiences listed below for undertaking the assignment.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS FOR SELECTION OF AN INDIVIDUAL CONSULTANT ARE:

1. Bachelor's degree in Business Administration, Engineering, Management, Procurement, Project Management or relevant discipline.

2. Minimum 3 years' relevant experience in procurement.
3. Knowledge of the procurement procedures of GoSL or World Bank and/or other Donor or Multilateral funding institutions is highly desirable.
4. High level of professionalism, work ethic, integrity and computer literacy.

The attention of interested Consultants is drawn to paragraph 3.16 of the World Bank's *Procurement Regulations for IPF Borrowers (Procurement Regulations) sixth edition, March 2025*, setting forth the World Bank's policy on conflict of interest. The consultant will be selected through the "Individual Consultant Selection method" in accordance with the [World Bank Procurement Regulations for IPF Borrowers](#) (Procurement Regulations), March 2025. **The selected candidate may be interviewed.**

Further information can be obtained at the address below during office hours 8:00 a.m. - 4:00 p.m. (0800 to 1600 hours).

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **July 21, 2025 at 9:30 a.m.**

Permanent Secretary
Department of Economic Development
Attn: Interim Project Coordinator, Saint Lucia Urban Resilient Flood Investment Project [Surf-In Project]
1st Floor, Finance Administrative Centre
Trou Garnier, Pointe Seraphine
Castries
E-mail: surf.in.project@gmail.com
Subject Line: SLU-SURFIN-PA-06-25