

## TERMS OF REFERENCE

### REGIONAL (RG-T4387)

## PROCUREMENT SPECIALIST

### 1. BACKGROUND

The Caribbean Public Health Agency (CARPHA), as the lead regional public health agency and an expression of Caribbean Cooperation in Health, is mandated by its Inter-governmental Agreement (IGA) to support its 26 Member States in bolstering national systems and coordinating regional response to public health threats. CARPHA has established programs for pandemic prevention, preparedness and response (PPR) and coordination (Communicable Diseases, Emergency Response, Tourism and Health, Foodborne, Vector-borne, and Field Epidemiology) and serves as the Regional Reference Laboratory. The Agency works closely with regional and international agencies and uses regional mechanisms, surveillance systems, and networks for coordinating its public health response work. CARPHA is competent in all three areas of PPR and has a successful track record of the same, as demonstrated by its regional COVID-19 response. The Agency is uniquely positioned for successfully implementing PPR capacities in the region, and to leverage its coordinating ability to encourage complementarity.

The Pandemic Fund (PF), established in September 2022, is the first multilateral financing mechanism dedicated to providing multiyear grants to help low- and middle-income countries become better prepared for future pandemics. The PF's first Call for Proposals provides additional financing to strengthen PPR capabilities and address critical gaps in low- and middle-income countries through investments and technical support at the national, regional, and global levels. It is expected to support and reinforce capacity building and implementation of pandemic prevention, preparedness and response (PPR) under the IHR (2005) and other legal frameworks, consistent with the One Health approach. The three high-priority areas are:

- Comprehensive disease surveillance and early warning systems (EWS)
- Laboratory systems
- Human resources and public health and community workforce capacity.

In August 2023, the PF Governing Board announced that CARPHA's regional entity proposal, entitled '*Reducing the Public Health Impact of Pandemics in the Caribbean through Strengthened Integrated Early Warning Surveillance, Laboratory Systems and Workforce Development*' was successfully selected for the first round of financing. CARPHA is the Executing Agency and the IDB is the Implementing Entity.

The Goal of this Project is to Reduce the Public Health Impact of Pandemics in the Caribbean through Prevention, Preparedness, and Response. The Objective is to support CARPHA in reducing the public health impact of pandemics in the Caribbean region will serve to build PPR surveillance & EWS, laboratory systems and workforce capacity regionally at CARPHA and at country levels.

The Project comprises the following five components:

- Component 1: Strengthening and Expanding Integrated EWS
- Component 2: Expansion of Laboratory Systems
- Component 3: Workforce Development
- Component 4: Regional Strategic Coordination, Collaboration & Commitment to Pandemic Response
- Component 5: Other Costs: Project Management

The Consultancy is concerned with *Other Costs: Project Management*, and seeks an individual to function as the **Procurement Specialist** in the Project Execution Unit (PEU) of the project.

## 1. OBJECTIVE

The Procurement Specialist is expected to undertake strategic and operational procurement activities including contract management towards the successful implementation of the project under the guidance of the Director of Corporate Services and supervision of the Project Director. Further, the consultant would be expected to ensure that procurement processes and procedures are executed in accordance with the policies of the IDB. The consultant will also be responsible for implementing robust procurement strategies to obtain the best value-for-money for purchases and to ensure that there are clear lines of communication between CARPHA and the IDB to boost the optimization of procurement processes.

## 2. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The Procurement Specialist will be a core member of the CARPHA Pandemic Fund PEU and will be responsible for the execution of procurement related activities for Goods, Non-consulting services and Consulting services as detailed below:

- Maintain the Annual Procurement Plan with a high degree of accuracy using OBP&CM system in conjunction with the preparation of the Annual Operations Plan and Project Execution Plan; inputting all necessary timelines and budgetary considerations for each procurement activity;
- Update the procurement plan according to the type of review (ex-ante or ex-post), categories and methods according to the thresholds of Trinidad and Tobago and the procurement policies that applies for this operation (GN-2349-15 and GN-2350-15)
- Preparation of Request for Quotation documents for shopping of goods and non-consulting services based on technical specifications in keeping with IDB Standard Bidding Documents and Policies;
- Preparation of the Request for Bids (RFB) for goods and non-consulting services based on technical specifications in keeping with IDB Standard Bidding Documents and Policies; All ICB process will use the standard bidding documents.
- Preparation of Request for Proposals (RFP) for consulting services based on Terms of Reference keeping with IDB Standard Bidding Documents and Policies.
- Preparation of procurement process for individual consultants according to the IDB policies.
- Preparation and/or review of evaluation reports and associated contracts for accuracy and adherence to IDB established procurement policies, procedures and legal framework;
- Ensure that all relevant documentation is included with requests to IDB;
- Participate in pre-bid meetings, provide clarifications and complete minutes for prospective bidders;
- Prepare non-objection requests to the IDB in line with its policies and guidelines;
- Assist in the preparation of progress reports with particular reference to procurement matters;
- Identify and screen potential suppliers and contractors;
- Provide guidance during contract negotiations: defining contract terms, pricing, performance requirements, service delivery schedules and other relevant contractual factors;
- Provide advice and guidance on interpretation of procurement policy to members of the PEU team and other relevant personnel of CARPHA;
- Interact with CARPHA departments and CARPHA Member States in accordance with the Projects Operations Manual, including aligning to CARPHA's communication protocols with MS and other stakeholders
- Coordination with the finance team for the financial audits of the project.

- Manage all procurement processes and contracts awarded; maintain proper records and liaise with the Project Director, Project Operations Coordinator, M&E Specialists, Technical Specialists to prepare disbursement projections and payments;
- In consultation with the Project Director, Director of Corporate Services and relevant CARPHA departments in Corporate Services (eg Procurement, Finance , logistics etc) assist with the establishment and maintenance of appropriate systems for Contract Administration; and to monitor of contractors' activities; review progress; identify problem areas; develop and prepare regular reports on the status of contracts; maintain computer database for the contract management system; and asset register; ensure all contractual obligations are fulfilled
- Identify risks to the project progress originated in the procurement processes and coordinate corrective actions with the Project Director;
- Make recommendations for any procurement issues that may require escalation to CARPHA's senior management and/or the IDB;
- Consultant will require to adhere to all project framework documents i.e project execution plan, procurement plan and project operations manual in accordance with CARPHA and IDB's procurement rules
- Undertake any other tasks that may, from time to time, be reasonably requested by the Project Director.\

### **3. QUALIFICATIONS AND EXPERIENCE**

#### **Academic Qualifications:**

- Minimum of a Degree in Supply Chain Management, Business Management or Chartered Institute of Procurement and Supply (CIPS) qualifications or Certified Professional in Supply Management qualifications or other relevant qualification.

#### **Experience:**

- At least (7) years' experience conducting procurement in the Public Sector and/or working in a project environment such as those with funding from International Development Partners (IDPs) such as the Inter-American Development Bank (IDB)
- Minimum of (7) years IDP and IDB experience in the preparation of Procurement Plans, Bidding Documents, evaluating quotations, bids, proposals, negotiating contracts, contract implementation and record keeping;
- Minimum of (3) years working in the area of Public Health.

#### **Expert Knowledge and Skills:**

- Knowledge of contract negotiation techniques, contract terms and pricing strategies;
- Proficient in MS suite and MS Project, Share Point, Enterprise resource planning (ERP) or other productivity software tools;
- Project management certification would be an asset;
- Knowledge of the Inter-American Development Bank's Procurement Policies.
- Considerable knowledge of Government's policies and procedures or other multilateral Lending Agencies;
- Knowledge of Public Sector Financial rules, regulations, procedures will be an asset; and
- Fluency in verbal and written English; knowledge of Spanish would be an asset
- Forward thinker with strategic and analytical and decision making skills, who possesses superior interpersonal, oral and written communication skills

- Ability to work on own or with members of a team
- Ability to comfortably multi-task with the ability to adjust to changing priorities with demanding timeframes.
- Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Webex, Microsoft Team, etc.

**Mandatory Compliance:**

- **Eligibility:** as per *Policies for the Selection and Contracting of Consultants Financed by IDB-GN-2350-15 May 2019*: Section I. Clause 1.13 Eligibility. Information on Eligible Countries is at Annex 3.
- **No Conflict of Interest:** as per *Policies for the Selection and Contracting of Consultants Financed by IDB-GN-2350-15 May 2019*: Section I Clause 1.11 Conflict of Interest
- **Not Sanctioned by the Bank:** IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

**4. CHARACTERISTICS OF THE CONSULTANCY**

- Type of Consultancy: Individual
- Duration: 36 months (first 6 months probationary)
- Place of Work: Caribbean Public Health Agency (CARPHA) HQ, Port of Spain, Trinidad and Tobago (in person)
- Working Language: English

**5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR PAYMENTS**

All payments will be made upon submission and acceptance of monthly invoices and timesheets by the Project Director (CARPHA Technical Lead) or designate (Director of Corporate Services)

**6. CLIENT INPUT AND COUNTERPART PERSONNEL**

CARPHA will provide the **Procurement Specialist** with the applicable laws and policies, Operations Manual, relevant project documentation, office space and relevant computer equipment.

**7. COORDINATION**

The Consultant will report directly to the Project Director, (CARPHA Technical Lead), who will be responsible for the supervision of activities under the contract, for accepting and approving reports on behalf of CARPHA, receiving and approving invoices for payment, and preparing performance evaluation reports. The Consultant is expected to be guided by the Director of Corporate Services and collaborate with relevant departments in CARPHA Corporate Services and with specialist team members in the PEU, CARPHA's personnel, assigned subject matter experts, executives and stakeholders, and representatives of the IDB.