

TERMS OF REFERENCE

PROCUREMENT ANALYST

Saint Lucia Urban Resilient Flood Investment Project [SURF-IN Project]

Summary

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 supervised and mentored by the Procurement and Contract Management Specialist (PCMS). The Procurement Analyst will be required to comply with GOSL and World Bank regulations, procedures and guidelines.

Scope of Services

The Procurement Analyst is a full-time position within the PIU of the Department of Economic Development and Youth Economy of the Ministry of Finance, Economic Development and Youth Economy of Saint Lucia.

The Procurement Analyst will assist the PCMS in carrying out the procurement and contract management functions of the PIU and will perform other general implementation functions as needed. This will entail, among other things, working closely with all relevant ministries and agencies and other entities to ensure the timely and efficient procurement of all goods, works and consulting services required for program and project implementation.

Duties and Responsibilities

The Procurement Analyst will assist the Procurement and Contract Management Specialist in the execution of all procurement and contracts and related functions of the SURF-IN project. The Procurement Analyst will report to and be supervised by the Procurement and Contract Management Specialist in the execution of the tasks listed below in a dynamic and proactive manner. The Procurement Analyst will be required to:

- 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 which include but are not limited to:
 - Requests for Expressions of Interest (REOI)
 - Specific Procurement Notice (SPN)
 - Bidding documents
 - Request for Proposals (RfP)
 - Evaluation Reports
 - Negotiation Reports
 - Draft Contracts
 - Other document related to procurement
- 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
- All other procurement related tasks assigned by the PCMS.

Qualifications and Experience

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

Minimum 3 years' relevant experience in procurement.

Knowledge of the procurement procedures of GoSL or World Bank and/or other Donor or Multilateral funding institutions is highly desirable.

High level of professionalism, work ethic, integrity and data collection analysis and reporting.

Ability to work independently with minimal supervision.

- a. High level computer literacy (primarily MS Office suite).

- b. Fluent in English (both written and oral) with excellent reporting and communication skills.
- c. Excellent planning and time management skills with the ability to meet deadlines.
- d. Proven ability to be flexible in a team-oriented approach with diverse groups of people.
- e. Proven knowledge of and understanding of and the effective application of Civil Service Rules and Regulations.

Duration

The Procurement Analyst will be engaged on a full-time basis for a period of two years, with a probation period of 6 months and with the possibility of an extension based on satisfactory performance acceptable to the client.

Remuneration

Remuneration will be commensurate with qualifications and experience.