



**GEA**  
GUYANA ENERGY AGENCY



## **REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANT SERVICES)**

THE COOPERATIVE REPUBLIC OF GUYANA  
*SMALL HYDROPOWER PROJECT*  
*ENERGY SECTOR*

### **PROCUREMENT SPECIALIST**

Mode of Financing: *Installment Sale*  
Financing No. GUY1015

The *Government of the Cooperative Republic of Guyana* has received financing from the Islamic Development Bank (IsDB) toward the cost of construction small hydropower and intends to apply part of the proceeds to payments under the contract for consultant services.

The services include management, execution and supervision of procurement and contract activities necessary for the successful implementation of the project in accordance with IsDB's Guidelines and the national Procurement Act for procurement of goods, works and services. The Procurement Specialist will be a full-time member of the Project Management Unit (PMU) of the Guyana Energy Agency (GEA). The consultancy is to be executed over a four (4) year period subject to annual contract renewal. The estimated starting date of the assignment is December 1, 2020.

The detailed Terms of Reference (TOR) for the assignment can be requested at [gea@gea.gov.gy](mailto:gea@gea.gov.gy) or can be downloaded from GEA's website at [www.gea.gov.gy](http://www.gea.gov.gy).

The Guyana Energy Agency now invites eligible Individual Consultants to indicate their interest in providing the above-described services. Interested Consultant must provide specific information which demonstrates that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

The Procurement Specialist should have at least:

- a) Advanced certificate in CIPS or ISM and a Master's degree in Engineering, Finance, Accounting, Business Administration, Procurement or a related discipline.
- b) A minimum of 5 years relevant experience in the following areas: analysis and preparation of procurement documents, requisitions, supply orders and supply requests. Must be versatile in supplier negotiation, monitoring of supply needs, inventory and offer strategies and solutions to help the company better manage costs on supplies and vendor services. The Personnel experience should include work in areas that are relevant to the Project.
- c) Experience in working with Multilateral Development Agency, International and Local public procurement rules, regulations and guidelines;

- d) Strong analytical and decision-making skills;
- e) Strong communication and reporting skills and ability to work in a team oriented, dynamic environment;
- f) Computer skills, particularly in relation to inventory control software.
- g) Experience in working with the public sector on issues such as energy and utility management, renewable energy, rural electrification.

The attention of interested Individual Consultants is drawn to Paragraphs 1.23 and 1.24 of the Guidelines for Procurement of Consultant Services under IsDB's Project Financing (the "Procurement Guidelines"), setting forth IsDB's policy on conflict of interest.

Interested individual consultants will be determined to be short-listed by demonstrating in their Expressions of Interest that they have the relevant qualifications and experience to carry out the services associated with this consultancy. After reviewing the EOI's an interview will be conducted to determine/confirm the most suitable candidate for the position.

The consultant will be selected in accordance with the Individual Consultant procedures set out in the Guidelines for the Procurement of Consultant Services under IsDB project Financing, April 2019.

The working language of the consultancy will be English, and all reporting will therefore be done in that language.

Expressions of interest can be emailed to [gea@gea.gov.gy](mailto:gea@gea.gov.gy) or delivered to the address below on or before the deadline of December 1, 2020 during working hours clearly marked:

**Expression of Interest**

Procurement Specialist  
Small Hydropower Project

Guyana Energy Agency  
Attention: Dr. Mahender Sharma, CEO  
295 Quamina Street  
South Cummingsburg  
Georgetown.