

**Terms of Reference and Scope of Services for the Employment of Procurement Specialist  
GUY1015 Project: Small Hydropower Project**

**1. BACKGROUND AND JUSTIFICATION**

- 1.1 Guyana has an important opportunity to convert its abundance of natural resources into sustainable energy. The current Green State Development Strategy (GSDS), presents an energy sector that is transitioning to cleaner and greener solutions, a more diversified electricity generation mix and an optimal utilization of indigenous natural resources.
- 1.2 The Guyana Energy Agency (GEA) is currently implementing an IDB funded project aimed at diversifying the energy sources in electricity generation within the hinterlands.
- 1.3 Additionally, the GCRG is presently working with the Islamic Development Bank (IsDB) on a Loan program to finance the construction of small hydropower. To this end, the GEA, the Executing Agency (EA) of the Project, is looking for suitable candidates to offer technical support (Consultancy) as a Procurement Specialist (PS) for the Project.

**2. OBJECTIVE**

The Procurement Specialist (PS) will be required to manage and carry out the procurement activities for goods, works and services for the implementation of Project in accordance with IsDB's and national Procurement Laws. The PS will work as part of the Project Management Unit (PMU) of the GEA.

**3. SCOPE OF SERVICES**

The Procurement specialist will support the PMU in ensuring that all project and subprojects are in compliance with the IsDB and national procurement laws. Under the supervision of the Project Manager (PM), the PS will be responsible for the:

- a) Review of all available procurement documents to facilitate the establishment of procurement procedures for the management and implementation of all procurement activities;
- b) Development and implementation of a robust procurement monitoring system and follow-up mechanisms to ensure procurement activities are carried out as planned;
- c) Preparation and update of the project's Annual Procurement Plan and Budget, in consultation with the PM, detailing the contract packages (including estimated cost) for goods, consultancy services and non-consulting services as well as works, the procurement/selection methods and processing times until completion of each procurement activity;
- d) Coordination of the preparation for the Terms of Reference, technical specifications using standard documentation agreed with the IsDB and also participate in the evaluation of bids, expressions of interest for preparation of shortlists, pre-qualification of suppliers, etc., where necessary. These activities are required to be done in consultation with the technical staff of

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the PMU. The PS shall review Terms of Reference and specifications for completeness, consistency and fairness, and if necessary, suggest amendments;

- e) Preparation of Bidding Documents in consultation with the PMU and other technical personnel (as maybe required), clarifications/amendments to procurement documentation, Evaluation Reports, contract award decisions, etc. - using the IsDB's Standard procurement documents. These should include standardized forms to be used for International and Local Shopping methods to conform with the IsDB's Procurement Rules & Procedures;
- f) Preparation of the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REIs) and other solicitation documents whenever required;
- g) Establishment of a register of qualified suppliers and consultants and periodically update this register to facilitate advertisements, solicitations and drawing up of shortlists when so required;
- h) In case of procurement actions requiring ISDB's "No Objection", coordination of the dispatch of procurement document to IsDB, monitor response times on issuing "No Objections" at different levels of the procurement process and follow-up accordingly;
- i) Monitoring and ensure timely responses to procurement questions raised by the Bank. For services, follow-up with the short-listed consultants, to ensure their participation in the selection exercise;
- j) Coordination of the response to procurement inquiries and communicate the result of the evaluation processes to the applicants in response to the Guidelines;
- k) Participation in procurement clarification meetings (if any) and development of clarifications/amendments to procurement documentations (if needed);
- l) Preparation of the draft and final contracts, and ensure timely distribution of all relevant procurement and contract documents to relevant stakeholders;
- m) Timely receipt of the goods and the consultant's status reports, confirmation of the acceptability of the goods delivered, and also acceptability of consultants reports as reviewed, and recommendations of payments to the service providers as they become due;
- n) Establishment of a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the service providers;
- o) Establishment and maintaining of a central procurement filing system (both electronically and manually), and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the trail of procurement by independent external auditors or authorized agents;
- p) Participation and assistance in dealing with claims, bid challenges and litigations relating to contracts and procurement;
- q) Initiation of appropriate quality assurance procedures to the procurement function of the project;

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- r) Execution of any other specific tasks assigned by the Project Manager.

#### **4. PROFESSIONAL REQUIREMENT/QUALIFICATION**

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 contracts, 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.

Additionally, the following areas of experience will strengthen the application:

- c) A good understanding of Government procurement guidelines and regulations
- d) Experience in working with Multilateral Development Agency, International and Local public procurement rules, regulations and guidelines;
- e) Strong analytical skills.
- f) Strong communication and reporting skills and ability to work in a team oriented, dynamic environment.
- g) Computer skills, particularly in relation to inventory control software
- h) Excellent Decision-making skills
- i) Experience in working with the public sector on issues such as energy and utility management, renewable energy, rural electrification;
- j) Knowledge and experience in the implementation of projects funded by multilateral institutions.

#### **5. DURATION**

The procurement services shall be provided for an initial period of one year, commencing from October 2020, and may be renewed for any future period as both parties may mutually agree and is subject to a performance evaluation.

The Procurement Specialist will be appointed on a full-time basis.

#### **6. PLACE OF WORK**

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The engagement is output based and will not require physical and daily reporting to the PMU's office in Georgetown. However, the PS will be requested to report at least twice weekly at the PMU's office to ensure the smooth operation of procurement activities and attend meetings for activities related to the Project.

### **7. DELIVERABLES**

The PS will be expected to produce the following deliverables, among others:

- Updated procurement plans
- Budgets and selection criteria
- Procurement notices and reports
- Various solicitation documents
- Clarifications/amendments to various procurement and solicitation documents
- Bid/Proposal evaluations
- Minutes of negotiations
- Draft and final contracts
- Short-listing, evaluation reports, records of public bid/proposal openings
- Minutes of meetings for the confirmation of the expressions of interest/ proposals
- Minutes of negotiation (as applicable)
- Notifications of contract awarded-Procurement Monitoring Reports
- Monthly progress reports.
- Other reports and documents as required.

### **8. PAYMENTS**

The PS will be paid a monthly salary, at a rate to be negotiated during contracting. Salary will commensurate with experience.

### **9. COORDINATION AND REPORTING**

The PS will report to the Project Manager and/or CEO when required on technical, administrative and fiduciary issues and shall work in close coordination with the staff of the Project Management Unit (PMU). The PMU will be composed of technical and administrative staff occupying the following key positions: (i) The Project Manager (MP), (ii) The Finance/ accounting Specialist, (iii) The Procurement Specialist, (iv) The Civil/Hydro Power Specialist, (v) A Monitoring Assistant, (vi) An Electrical Engineer, (vii) Four (4) Hydropower Engineers, (viii) and Four (4) Technicians/Clerk of Works.

**10. SELECTION CRITERIA**

The PS shall be selected in accordance with the selection method for individual consultant as described in Chapter 4 of the Guidelines for selection of individual consultants under IsDB Project Financing (April 2019).