

TERMS OF REFERENCE

PROCUREMENT OFFICER

FOUNDATIONS FOR COMPETITIVENESS AND GROWTH PROJECT

1.0 BACKGROUND

PROJECT DATA

Project title: Foundations for Competitiveness and Growth Project (the Project)

Start/end date: August 2014 – May 31, 2024

Project Amount: US\$65.0 Million (loan)

Source/Type of Financing: International Bank for Reconstruction and Development (The World Bank) with counterpart financing from the Government of Jamaica

Implementing Agency: The Planning Institute of Jamaica (PIOJ)

Lead Coordinating Agencies: Jamaica Promotions Corporation (JAMPRO) and the Development Bank of Jamaica (DBJ)

PROJECT OVERVIEW

Project Development Objective: To strengthen the business environment in Jamaica for private sector investment

Component 1 (PIOJ/JAMPRO): Enhancing competition in the business environment. This component provides technical assistance (TA) and implementation support to address critical business regulation and procedural issues that constrain firm entry, operation and expansion, competition, and trade and logistics.

Component 2: Facilitating strategic private investments. This component provides technical assistance (TA) to enable the government to prepare and close large strategic investment transactions with private sector participation. Strategic sectors include sectors such as agribusiness, energy, information and communications technology, logistics, transportation (airports, ports, etc.), social sector PPPs (such as health and education), tourism, and water and sanitation.

Component 3: Supporting SME capabilities and finance. This component provides support directly to SMEs by funding a combination of supply chain learning, skills upgrading, and finance.

Component 4 (PIOJ): Project implementation and M&E

Component 4A: Project management and implementation. This sub-component funds all project management and operational costs associated with the project.

Component 4B: TA for communications and productivity evaluation. This component finances TA to support PIOJ's implementation and evaluation of the project.

2.0 OBJECTIVE OF THE POSITION OF PROCUREMENT OFFICER

To provide administrative and technical support necessary for the effective execution of procurement procedures and contract management under the Foundations for Competitiveness and Growth Project.

3.0 SCOPE OF WORK

The Procurement Officer will be required to undertake activities as outlined below:

- 3.1 Provide administrative and logistical support to the Project Execution Unit (PEU), in the implementation of the procurement activities of the Project;
- 3.2 Provide the administrative inputs required of the PEU to ensure the timely procurement of the goods and services to be acquired under the Project;
- 3.3 Act as Secretary to evaluation procedures as directed;
- 3.4 Assist with the scheduling and coordination of procurement meetings and maintain a calendar of procurement activities;
- 3.5 Assist with the preparation of all procurement reports and notices;
- 3.6 Assist with the preparation and dissemination of meeting notes, reports and procurement notices according to 3.3 and 3.5 above, within agreed timelines;
- 3.7 Prepare letters and memos in support of procurement procedures as appropriate;
- 3.8 Assist with the preparation of Procurement Plans and reports on procurement;
- 3.9 Assist in monitoring the progress of contracts as necessary;
- 3.10 Assist with the maintenance of Project files;
- 3.11 Update the World Bank's website for Systematic Tracking of Exchanges in Procurement (STEP);
- 3.12 Update the Government of Jamaica Electronic Procurement (GOJEP) portal;
- 3.13 Assist with any other activity that is required for successful procurement and contract management under the Project.
- 3.14 Update various electronic tools utilized by the PEU to plan, track, manage and closeout procurement activities.

4.0 DELIVERABLES

The following are deliverables expected from the Procurement Officer:

- Procurement templates, reports and schedules
- Preparation for and coordination of tender evaluation meetings; pre-proposal/ pre-bid meetings; site visits; and workshops
- Minutes of procurement meetings
- Up to date electronic and hard copy contract files and databases
- Maintenance of the Government of Jamaica Electronic Procurement portal and the World Bank's Systematic Tracking of Exchanges in Procurement website
- Contract management and monitoring reports

5.0 QUALIFICATION AND EXPERIENCE

The incumbent should possess:

- A first degree in Public Administration/Management/International Relations/Economics or an equivalent qualification from a recognized institution;
- Training and certification in procurement practices and procedures (Level4)
- At least three years' experience in project administration/management or related field/activity;
- At least two years' experience with Government of Jamaica's and/or International Development Partners procurement guidelines and procedures;
- Proficiency in the use of Microsoft Office applications including Word, Power Point, and Excel.
- Proficiency in the use of the Government of Jamaica Electronic Procurement portal would be an asset.

Additionally, he/she is expected to demonstrate the following competencies:

- Good knowledge of operational and administrative procedures related to programme development, administration and implementation;
- Ability to apply good judgment in prioritizing assignments;
- Effective time management and organizational skills;
- Efficiency in meeting commitments, observing deadlines and achieving results;
- Excellent word processing skills;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies;
- Excellent analytical and problem solving skills;
- Highly developed people and team skills.

6.0 CHARACTERISTIC OF THE ASSIGNMENT

Duration: 24 months

Place of Work: Planning Institute of Jamaica, 16 Oxford Road, Kingston 5

Payment Terms: This is a monthly-based contract where the Procurement Officer shall be paid an agreed monthly salary.

Location: The Procurement Officer will be located within the Project Execution Unit at the PIOJ and be provided with full office accommodation.

7.0 REPORTING AND LOCATION

He/she will report to the Project Manager and for day to day supervision to the Procurement Specialist.