

**Government of Saint Vincent and the Grenadines**

**Kingstown Port Modernisation Project**

**Consultancy Services for Procurement Specialist**

**Request for Expressions of Interest**

The Government of St. Vincent and the Grenadines (GOSVG) has received financing from the Caribbean Development Bank (CDB) and the United Kingdom Caribbean Infrastructure Partnership Fund (UKCIF) towards the cost of the construction of the *Kingstown Port Modernisation Project* and intends to apply a portion of the proceeds to eligible payments under a contract towards the management of the Works. Payment by CDB will be made only at the request of GOSVG and upon approval by CDB, and will be subject, in all respects, to the terms and conditions of the Loan Agreement. The Loan Agreement prohibits a withdrawal from the Accounts for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOSVG shall derive any rights from the Loan Agreement or have any claim to the proceeds of the Loan.

The Ministry of National Security, Air and Sea Port Development, (MNS) the Implementing Agency now wishes to procure consultancy services for **Procurement Specialist (PS)**. A summary of the assignment follows:

**Job Summary:**

The PS will be part of the Project Management Team (PMT). He/she will:

1. Be responsible for assisting the MNS in the procurement of equipment for the Saint Vincent and the Grenadines Port Authority.
2. Plan, supervise and coordinate procurement activities for goods and services. This should be done in collaboration with the Supervision Consultants for the Port Modernisation Works
3. Examine relevant documents and develop technical specifications for goods where required by PMT.
4. Research market for potential bidders.
5. Prepare bid evaluation reports, train bid evaluation committees, negotiate and follow-up as required with respect to delivery of goods.

*Additional duties are detailed in full terms of reference.*

**Education and/or Experience**

The prospective candidate should have a minimum of the following qualifications:

1. A Bachelor’s Degree in Management Studies, Finance, Engineering or Procurement Management or other related field from a recognized University.
2. Computer competence in software packages: Microsoft Word, Power Point, and Excel.
3. More than ten (10) years in Procurement Management within projects funded by international organisations.
4. Excellent written, oral and interpersonal skills and ability to communicate effectively with the financiers.

**Duration of Assignment**

The service is expected to be delivered intermittently over a period of twelve (12) months.

*MNS* now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

1. the persons are citizens or *bona fide* residents of an eligible country; and
2. in all cases, the consultant has no arrangement and undertakes not to make any arrangements, where by any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.

The attention of interested Consultants is drawn to paragraph 5.15 and 5.17 of Procurement Procedures for Projects Financed by CDB (2019), setting forth CDB’s policy on conflict of interest for the selection of consultants.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments.

All information must be submitted in English. The full Terms of Reference can be obtained via email from svgportmodernization@gmail.com.

Applications, accompanied by Curriculum Vitae can be submitted electronically to e-mail address svgportmodernization@gmail.com and one electronic copy must be sent simultaneously to CDB at *procurement@caribank.org*.

Alternatively three (3) hard copies of the Expressions of Interest must be submitted to

Mrs. Laura Anthony-Browne

Chairperson, Port Modernisation Project Steering Committee

Project Implementation Unit

Kingstown Ferry Terminal Building (Upstairs)

Kingstown

Saint Vincent and the Grenadines

The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked **“Expression of Interest – Consultancy Services for Procurement Specialist”** All Expressions of Interest must be received no later than Monday March 2, 2020 at 14:00hrs.

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. *GOSVG* reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.