

BARBADOS
Beryl Emergency Response and Recovery Project

Terms of Reference
PROCUREMENT SPECIALIST

1. Context

The Government of Barbados has requested World Bank financing to support recovery from the destruction caused in July 2024 by Hurricane Beryl, the earliest Category 5 storm to form in the Atlantic. Beryl caused extensive damage to the south and west coasts, impacting the Bridgetown port and fisheries marina, severely affecting fisherfolk and their boats, and damaging key coastal areas and infrastructure. The development objective of the Beryl Emergency Response and Recovery Project is to (i) restore disaster-affected sectors, (ii) enhance climate-resilient infrastructure, and (iii) strengthen emergency preparedness and response capacity. A detailed description of the project is provided in Annex 1. To implement the project, Government is establishing a Project Execution and Coordination Unit (PECU) that will be hosted by the Ministry of Environment and National Beautification (MENB) and be led by a Project Manager.

After graduating in 1994, Barbados became eligible for International Bank for Reconstruction and Development (IBRD) financing again in 2024. Since 1994, the country has experienced high economic volatility and stalling development. In May 2024, the World Bank approved the request from the GoB to access IBRD financing considering: (i) the country’s vulnerabilities, which are exacerbated by the increasing frequency of climate-related disasters and global shocks; (ii) its lack of access to external capital markets on reasonable terms; and (iii) the need to strengthen key institutions for economic and social development. Between 1994 and 2024, Barbados received exceptional IBRD financing four times, twice for Investment Project Financing (IPF) projects and twice for Development Policy Financing. As a result, this Project is the first Barbados IPF loan since the last one closed in 2014.

2. Scope of Services

The position of Procurement Specialist is a contracted full-time staff position working on site at the PECU offices in the MENB and in the field. The objective of the Procurement Specialist is to undertake all activities and procedures for the procurement of goods, works and services according to the Project Loan Agreement and the World Bank Procurement Regulation for IPF Borrowers dated November 2020 (“the Procurement Regulations”), Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants,’ dated July 1, 2016 (“the Anti-Corruption Guidelines”), the Project Operational Manual, Project Procurement Strategy for Development (PPSD), Procurement Plan, and relevant Government procurement requirements..

3. Duties and responsibilities

The Procurement Specialist will liaise and coordinate closely with all project beneficiaries in the management and execution of the procurement portfolio and will carry out all procurement processes in accordance with Government and World Bank policies so that the procurement activities can be approved on schedule while generating competition, promoting efficiency in the use of the Project’s resources and facilitating value for money. The Procurement Specialist will report to the Project Manager. Specific responsibilities include the following:

Project Establishment

1. Support the establishment of the Project during its initial stages specifically with respect to procurement and support for the establishment and administration of contracts, and the establishment of policies, procedures, manuals, and systems to support procurement management and record keeping.
2. Establish the Procurement Plan in the online system, Systematic Tracking of Exchanges in Procurement.
3. Review and update the PPSD and the Operations Manual at the initial stage and over the project.
4. Develop, update and maintain an appropriate database to support procurement management and record keeping.

Procurement Planning

1. Ensure STEP is updated at all times.
2. Update the PPSD over the project, including:
3. Results of market analysis and engagement
4. Reviewing or preparing cost estimates for procurement activities.
5. Updating procurement approaches as relevant
6. Ensuring all procurement activities are reflected.
7. Ensure credible scheduling of all procurement, including checking that adequate financing is in place.
8. Establish a quality assurance mechanism for all procurement to be carried out as part of projects.
9. Review or prepare cost estimates for procurement activities.
10. Contribute to the development of the projects' annual planning processes.
11. Prepare the necessary procurement documentation for all procurements.
12. Support the projects with the identification of potential suppliers, contractors, consultants.

Procurement Management

1. Lead the management of all project procurement activities including the establishment of procurement panels and assessments in accordance with World Bank requirements, including:
 - a. Work with the concerned technical working groups in the preparation/review of technical specifications and terms of reference for contracts to be procured under the project in accordance with various procurement methods, ensuring that all necessary information regarding Scope of Work, objectives, key personnel qualifications, reporting requirements, deliverables and timeframe is mentioned appropriately.
 - b. Prepares advertisements and procurement notices and arranges to have these published both locally and internationally strictly in accordance with the agreed procurement procedures;
 - c. Drafting of the Bidding Documents and Requests for Proposals and as necessary, submit for the World Bank's prior review, including addenda;
 - d. Preparation of tender opening reports, minutes of Bid/Proposal Conferences and Clarification notices;
 - e. Guide the concerned technical working groups and evaluation committees in the evaluation of proposals received, on the bases of criteria stipulated in the bidding documents.
 - f. Preparing of the short list and short-listing report and as necessary, submit for the World Bank's prior review;

- g. Ensure preparation of comprehensive evaluation reports according to the World Bank standard forms and timely transmission of the Bid and Consultant Evaluation Reports to the World Bank for review and no objection.
- h. Participating in contract negotiations, by providing and providing guidance to negotiations group on topics which may be negotiated, and preparation of negotiation minutes;
- i. Collaborates with the Legal Services Unit in the preparation of contract documents;
- j. Preparing the correspondence with bidders/consultants;
- k. Management of complaints;

Contract Awards

1. Prepares all inputs to the Contract Award process including preparation of Notifications of Intention to Award; Debriefs; Responses to Complaints; and Contract Award Notices;
2. Represents the PIU at Procurement and Contract Award Committees and Meetings;
3. Advertising of contract awards as required under the applicable World Bank Regulations.
4. Assists in the preparation of all Purchase Orders and contracts for the provision of goods, works and services;
5. Management of standstill periods and procurement complaints;

Contract Management

1. Create contract management roadmap and assign contract manager in STEP.
2. Support contract managers to keep the contract management module of STEP updated.
3. Ensure the timely procurement and support with monitoring delivery of goods, works, and services in accordance with contract conditions.
4. Maintains a list or register of all contracts awarded;
5. Monitors contract end dates and assists in the resolution of any implementation bottlenecks for component related contracts;
6. Support the preparation of contract management plans as appropriate.
7. Provides the Financial Management Specialist with the necessary assistance and information as it relates to the preparation of cheques for payments and reconciliation of accounts;
8. Ensure conformance to customs and taxation regulations in conjunction with the Finance officer.
9. Coordinate with shipping agencies/ brokers and suppliers on the delivery of goods for the project as required.
10. Coordinate with relevant departments to ensure appropriate asset management protocols.

Monitoring, Reporting and Advice

1. Monthly reports to ensure up to date reporting on all procurement and contract milestones to the relevant Project Manager, and other relevant senior staff.
2. Support the development of the project procurement risk management plan and ensure project procurement risks are identified and mitigated.
3. Prepare timely and accurate quarterly procurement reports including reporting against each project procurement plan and Key Performance Indicators (KPIs).
4. Provide procurement information as requested for management and review purposes.
5. Contribute to the delivery of quarterly monitoring and evaluation reports.

6. Contribute to the preparation of the six-monthly Progress Reports, for submission to the World Bank and the Project's Steering Committee.
7. Ensure STEP is updated for the execution of all activities on a timely basis.
8. Provide details on project procurement for the PIU.
9. Provides all support and inputs (files/documentation) for any review or audit of the Project's procurement.
10. Represent the Project at governmental procurement meetings relevant to the Project, as required.
11. Liaise with representatives of the World Bank and Government Departments on matters relating to applicable procedures, to ensure that established guidelines, rules and regulations are adhered to.

Training/Capacity Building

1. Ensure project staff receive appropriate training and capacity building in procurement procedures and systems.

4. Qualifications and Experience

Prospective candidates should have at minimum the following qualifications:

1. University degree in economics, finance, engineering, accounting, law or any relevant degree or equivalent professional qualification;
2. Advanced certification in Public Procurement would be a distinct asset;
3. At least 5 years' relevant professional experience;
4. Experience of participation in multi- disciplinary teams;
5. At least 3 years procurement experience in national and international agencies projects, preferably World Bank funded projects;
6. Minimum of 3 years' experience in an English-speaking environment; and
7. Computer skills, including word processing and spreadsheets.

5. Contract Duration

The contract will be two (2) years in the first instance and would be subject to extension until the end of the project based on satisfactory performance.

6. Remuneration

Remuneration will be commensurate with qualifications and experience.

7. Performance Evaluation

The Procurement Specialist will be subject to evaluation of performance based on the Performance Indicators listed in Annex 2.

ANNEX 1 – PROJECT DESCRIPTION

The Beryl Emergency Response and Recovery Project is composed of four components:

Component 1: Immediate Recovery from a Hurricane (\$43.5 million). This component will finance key recovery activities for the affected sectors and will have three sub-components as described below:

Sub-Component 1.1: Recovery of the Fisheries Sector (US\$28.5 million).

Financial assistance to repair and replace fishing vessels affected by Hurricane Beryl and propose a mechanism to compensate fisherfolks in the future (US\$10.55 million): The project will provide financial assistance to fisherfolk and related industry members impacted by the hurricane to repair or replace damaged fishing vessels and equipment. The financial support will have two windows: (1) grants to boat owners (up to US\$15,000) for 25 percent of the cost for repairs and (2) a combination of grants and loans for replacement of boats destroyed in the hurricane. The second window will be executed by a fiduciary agent. In addition, a concept for future sustainable support to fisherfolk affected by disasters, including insurance schemes, will be developed.

Rehabilitation of the marina and its coastal protection, as well as rehabilitation of landing facilities (US\$17.95 million): Rehabilitation of the Barbados Fisheries Marina, upgrading landing facilities, rehabilitating or building new coastal protection structures for priority landing sites, repair of fish markets at Oistins and Paynes Bay, and purchase of fish aggregating devices.

Sub-Component 1.2: Repair and rehabilitation of the Port (US\$7.5 million).

1. Activities include immediate debris clearance and small civil engineering works to ensure the structural integrity of the port facilities.

Sub-Component 1.3: Coastal protection and rehabilitation of landing facilities for fisherfolk (US\$7.5 million).

1. Six Men's Bay: Rehabilitation of the landing facility and coastal protection measures.
2. Paynes Bay: Coastal protection works for the road and rehabilitation of the beach area.

Component 2: Strengthening resilience for future events (US\$5.5 million). This component will finance activities to increase the resilience of Barbados by focusing on strengthening preparedness and response capacity of the National Emergency Management System (NEMS), as well as planning for resilient infrastructure for NEMS and BPI. This component will have two sub-components:

Sub-Component 2.1: Strengthening the Emergency Management Services (US\$1.75 million)

Activities under this sub-component aim to strengthen the preparedness and response capacity of the Department of Emergency Management, and include:

1. Improvement of the DEM management information system;
2. Resource enhancement and capacity building at the national and sub-national levels to enhance preparedness and response capacity, including of the District Emergency Organizations (DEOs) at local level;
3. Implementation of priority recommendations from the recently concluded National Disaster Preparedness Baseline Assessment and the ongoing Comprehensive Disaster Management Assessment;
4. Development of a national emergency shelter strategy and associated management guidelines.

Sub-Component 2.2: Studies and Support for the Port and Fisheries Infrastructure Resilience (US\$3.75 million)

Activities under this sub-component aim to build resilience to climate change and future catastrophic events of key infrastructure for the Bridgetown Port and the fisheries sector, as well as to foster economic development in the decades to come. Informed by the Government's Vision Plan 2075 and the 2023 Port Masterplan, activities will develop climate-resilient feasibility studies and designs for a new fisheries port and development of the Bridgetown Port, which will include climate-smart and Build Back Better considerations. Activities include feasibility and/or market studies for a:

1. Transshipment hub connecting Latin America and Africa
2. Dry-dock facility
3. Enhancing local boat building and repair capacities
4. New fisheries port

Component 3: Contingent Emergency Response Component (CERC). A zero-dollar component will allow the Government to reallocate uncommitted funds from other components for immediate use during an eligible emergency.

Component 4: Project management (US\$5 million). Funds for project management, including hiring of experts/consultants on procurement, financial management, environmental and social safeguards, monitoring and evaluation, and communication, as well as audits and other incremental operating costs per World Bank regulations.

ANNEX 2 – PERFORMANCE INDICATORS
PROCUREMENT SPECIALIST

	Performance metric	Complied ¹	Rating ²
Objective Indicators			
1.1	Procurement Plan Accuracy: Percentage of procurement activities completed within the timeframe specified in the Procurement Plan (target: 90% or higher).		
1.2.	STEP Update Frequency: Number of days between significant procurement milestones and their reflection in the Systematic Tracking of Exchanges in Procurement (STEP) system (target: 3 business days or less).		
1.3	Procurement Compliance: Percentage of procurement activities conducted in full compliance with the World Bank Procurement Regulations, Anti-Corruption Guidelines, and relevant Government procurement requirements (target: 100%).		
1.4	Contract Management Efficiency: Percentage of contracts with up-to-date information in the contract management module of STEP (target: 95% or higher).		
1.5	Complaint Resolution Efficiency: Percentage of procurement-related complaints addressed and resolved within stipulated timeframes (target: 90% or higher).		
1.6	Document Preparation and Update Compliance: Percentage of required documents (e.g., PPSD, Operations Manual, procurement reports, contract management plans) prepared or updated within the specified timeframes (target: 100%).		
1.7	Procurement Plan Accuracy: Percentage of procurement activities completed within the timeframe specified in the Procurement Plan (target: 90% or higher).		
Qualitative Indicators			
1.8	Stakeholder Satisfaction: Feedback from project beneficiaries, technical working groups, and World Bank representatives on the quality and timeliness of procurement support provided.		
1.9	Documentation Quality: Assessment of the completeness, accuracy, and clarity of procurement documentation, including bidding documents, evaluation reports, and contract award notifications.		
1.10	Capacity Building Effectiveness: Evaluation of the procurement expert's ability to transfer knowledge and build capacity within the project team and relevant stakeholders, as evidenced by improved procurement practices and understanding among team members		

¹ Yes, No or N/A

² 5 - Outstanding, 4 – Good, 3 – Satisfactory, 2 – Moderately Satisfactory, 1 - Unsatisfactory