

Saint Vincent and the Grenadines
VOLCANIC ERUPTION EMERGENCY PROJECT

Request For Expressions of Interest
Consulting Services – Individual Consultant

Assignment Title: Procurement Assistant
Reference No.: SVG-VEEP-CS-IC-2

The Government of Saint Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank) and the European Commission towards the Volcanic Eruption Emergency Project (VEEP). The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the aftermath of the La Soufriere volcano eruption. The VEEP comprises three components that seek to achieve the development objectives. To execute the Project, the GoSVG is establishing an implementation unit which will require the services of a Procurement Assistant.

The position of the Procurement Assistant (PA) is a contracted full-time staff position. Work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology located in Saint Vincent and the Grenadines. The PA will report directly to the Project Coordinator and will assist the Procurement Specialist in his/her daily activities. S/He will assist with preparing procurement documents (e.g., invitations to bid, standard bidding documents, specifications, bid clarifications and eventual amendments, bid evaluation reports, etc.) and arranging advertising for the procurement of goods, works, technical and consulting services, required for the project.

The detailed Terms of Reference (TOR) for the assignment can be found at the following link:

http://www.gov.vc/images/projects/TOR_Proc_Asst_Final_Fe_10_2022.pdf

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Consultants to indicate their interest in providing the Services. Required qualifications and experience include, inter alia, the following:

- a. A bachelor's in business administration or a related field.
- b. Minimum 2 years of overall working experience in administrative service, procurement or contracting.
- c. Experience with donor programmes and knowledge of procurement regulations used by multilateral or bilateral agencies will be an asset.

The attention of interested Consultants is drawn to Section III. Governance, paragraphs 3.14 - 3.17

of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, revised November 2017, July 2018, and November 2020 setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) Selection method set out in the Procurement Regulations. Further information can be obtained at the address below during the hours 9:00 a.m. to 15:30 p.m. hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **Tuesday, March 8, 2022. The desired commencement date is May 03, 2022.**

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