

# **JAMAICA**

## **ENERGY SECURITY AND EFFICIENCY ENHANCEMENT PROJECT P112780**

### **Terms of Reference - Project Procurement Officer**

#### **1.0 BACKGROUND**

Jamaica is the largest English speaking island in the Caribbean with a total area of 10,990 km<sup>2</sup> and a population of approximately 2.65 million. The mainstays of the economy are export agricultural products, including sugar and bananas; bauxite mining and alumina refining; and tourism.

With the rapid pace of globalization, a prerequisite for sustainable development is the creation of an enabling environment, which must facilitate increased domestic productive capacity and production of goods and services at the most competitive costs. The major factor that impacts the competitiveness of Jamaican businesses is the high cost of imported petroleum. Jamaica's immediate and long-term development strategy is based on the following:

- a. Restoring economic growth; particularly through the export earning industries of bauxite/alumina and tourism.
- b. Reducing the negative effect of high and fluctuating fuel oil prices and its commitment high energy import bill.
- c. Redressing the fallout in foreign exchange earnings from the impact of the global recession and its negative effects on the balance of payments.

Given the existing global recession, the fallout on the economy in terms of the closures of some bauxite/alumina operations, as well as, the fall off in tourism earnings, the Government of Jamaica (GOJ) will have to move quickly to correct these problems. The single major initiative that can be implemented over the short to medium term to redress some of the negative macro-economic effects and deal with the problems of electricity and bauxite/alumina industry is fuel diversification.

Accordingly, the Ministry of Energy and Mining (MEM) engaged the International Development Partners to secure funding for implementing the National Energy Policy. One of the results of such engagement is that the GOJ negotiated a loan from the International Bank for Reconstruction and Development (IBRD), a development institution of the World Bank. The IBRD aims to reduce poverty in middle-income and creditworthy poorer countries by promoting sustainable development through loans, guarantees, risk management products, and analytical and advisory services.

The implementation of the Project is divided into three main components and in sub-components:

- Component 1:** Strengthening the Regulatory and Institutional Framework to Improve the Performance of the Energy Sector, Increase Private Sector Investment as well as to support the Transition to Cleaner Fuels
- Component 2:** Developing Jamaica's Energy Efficiency and Renewable Energy Potential
- Component 3:** Project Management, Monitoring and Evaluation

## **2.0 OBJECTIVES**

The Project Procurement Officer will be responsible for: (i) the management of Project procurement activities as part of the Project implementation arrangements, in accordance with the relevant GOJ and IBRD procurement requirements; and for: (ii) building the procurement capacities of MEM and of the Project Implementing Partners.

## **3.0 TASKS**

- Along with MEM Project Manager, MEM staff and the Public Sector Modernization Division (PSMD) of the Office of the Cabinet, coordinate Project procurement activities by updating detailed procurement plan and planning procurement actions in general.
- Along with MEM Project Manager, PSMD and the Technical Staff of MEM and other Project Implementing Partners, coordination of procurement actions by:
  - (i) carry out the process of procurement of services, goods and equipment;
  - (ii) carry out the process of recruitment of technical assistance consultants (from preparing and reviewing of Terms of References through contract evaluation and selection);
  - (iii) ensure that all procurement procedures are in strict conformity with the relevant Procurement Guidelines of the IBRD and the GOJ;
  - (iv) administer contracts for goods and services after signature;
  - (v) assist MEM and other Implementing Partners on supervision of the contracts for equipment installation; as required.
- Arrange for Advertising (General Procurement Notice, Specific Procurement Notice, and Request for expression of Interest etc).
- Prepare the Bidding Documents in coordination with the relevant Implementing Partners.
- Prepare responses to clarification and issues resulting from bidder's queries of the bidding documents.
- Prepare procurement documents for submission to IBRD for non-objection, if applicable.
- Issue documents to Bidders, where applicable.
- Organize Public Bid Opening, where applicable.

- Coordinate the Bid Evaluation Process, where applicable.
- Prepare Bid Evaluation Report and submit to IBRD for "no objection, if applicable."
- Prepare contracts and amendments.
- Finalize procurement actions by:
  - (i) representing the MEM as necessary to facilitate compliance and expedition of any project related importation through the normal channels;
  - (ii) assisting the designated technical staff in regions in inspection and reception of equipment and goods, as necessary.
- Establish a monitoring system to ensure the completion of the procurement process according to the Procurement Plan.
- Any other duties assigned by the Project Coordinator or Project Manager.

#### **4.0 QUALIFICATION AND EXPERIENCE**

- First Degree in Management, Administration, Public Administration (Engineering or Finance) or equivalent qualification
- Minimum of four years of relevant working experience
- Good command of the English language
- Project management training is an asset
- Experience working in a project management environment

#### **Specific knowledge**

- Sound Knowledge of Government of Jamaica and World Bank procurement policies and procedures for Procurement and Selection of Consultants, Goods, etc
- Reporting for major donors
- Basic GOJ Finance and Audit Act and Financial Regulations

#### **Required Skills and Specialized Techniques**

- Analytical skills, ability to develop and implement procurement systems
- Supervisory Skills
- Good interpersonal skills
- Advanced computer skills (experience in using MS office software or other equivalent software)
- Conflict Management skills
- Report writing skills
- Integrity and Confidentiality
- Communication, interpersonal skills and time management

## **5.0 REPORTING/SUPERVISION**

The Project Procurement Officer will be supervised by the Project Manager of MEM, will work closely with PSMD, and will directly liaise with:

**Internally:** All members of staff [administration, procurement and financial]

**Externally:** Funding Agencies representatives, Technical Officers, Contractors, Consultants, Suppliers, External Auditors, Ministries of Finance of participating countries.

## **6.0 DURATION**

The contract will be for an initial period of two years, with a possibility of one extension, starting from the date of signing the contract agreement with MEM.