

ADAPTATION PROGRAMME & FINANCING MECHANISM (AP&FM) FOR THE PPCR Jamaica



TERMS OF REFERENCE FOR PROCUREMENT SPECIALIST

The Government of Jamaica (GOJ) has secured funding from the Climate Investment Fund (CIF) through the Inter-American Development Bank (IDB) to the tune of US\$ 17.896M; to finance the project entitled *Adaptation Programme and Financing Mechanism (AP&FM) Project for the Pilot Programme for Climate Resilience (PPCR) Jamaica (JA-L1048/JA-G1002)*. US\$10.0M of the funding corresponds to a loan and US\$7.89 to grant resources. This project was approved in December 2014.

The Ministry of Economic Growth and Job Creation (MEGJC), the Executing Agency for the Adaptation Programme and Financing Mechanism for the Pilot Programme for Climate Resilience (PPCR) Jamaica, is desirous of engaging the service of an individual to fill the post of Procurement Specialist in its Project Executing Unit (PEU). The PEU is responsible for the overall fiduciary, administrative, financial management and technical functions (including planning, coordination, supervision, staffing, procurement, monitoring and evaluation) in the implementation of the Project.

Background

The overall objective of the project is to increase Jamaica's resilience to climate change, through enhancing adaptive capacity across priority sectors. Specifically, the project is to (i) Mainstream climate change into development planning; (ii) Provide information on novel approaches, including climate financing, to overcome the challenges of climate change; and (iii) Disseminate lessons learned from adaptation interventions. The project is structured into three components as follows:

- Component 1: Mainstreaming Climate Change Adaptation Measures;
- Component 2: Creation of Financial Mechanisms (Establishing a *Climate Change Adaptation Line Of Credit* and a *Special Climate Change Adaptation Fund*); and
- Component 3: Knowledge Management (disseminating lessons learned from adaptation initiatives).

Objective of the Assignment

The Procurement Specialist will be responsible for all aspects of the procurement processes of the PEU and will provide strategic analysis and guidance/advice to the PEU Project Manager (PM) regarding the implementation of the approved Procurement Plan, focusing on the following tasks:

- Ensuring effective, transparent, accountable and efficient implementation and management of procurement processes;

- Ensuring that effective internal control mechanisms are integrated and continuously improved; and that procurements are carried out in accordance with the approved Procurement Plan; and
- Liaising with the Procurement Unit of the Administration and Asset Management Division of the MEGJC and IDB's procurement team to ensure process alignment.

Specific Activities:

- a) Provide day-to-day active technical support and advice to the PEU/PM as it relates to procurement, contract management and their administration;
- b) Prepare specific procurement documents, e.g. Tender Documents, Terms of Reference and Request for Proposals for new activities as required; utilizing IDB procurement guidelines and policies to guide all project related procurement of works, goods and supplies;
- c) Negotiate with consulting firms or individuals, for the procurement of goods, services and works necessary for the implementation of project activities ;
- d) Coordinate evaluations, prepare evaluation reports and make presentations to the Ministry's Procurement Committee and report on procurement matters to the PEU and to MEGJC when necessary;
- e) Supervise and coordinate the support of other PEU staff, including the Procurement Planning Assistant, who are involved in the development and implementation of procurement processes according to the established procurement procedures.
- f) Participate in the evaluation for pre-qualification of the contractors, expressions of interest for short listing, tenders and proposals and in preparing the corresponding reports;
- g) Support the PEU in the preparation of key documents as per the Monitoring and Evaluation (M&E) Plan for the PEU, including comparison between planned and actual progress in physical and financial terms and identification of procurement delays and recommendations for actions;
- h) Monitor progress of contracts implementation to ensure that it aligns with the stipulated standards, procedures and procurement timetable;
- i) Actively participate in the preparation and update of the Procurement and Monitoring Plans for the Project in order to expedite implementation;
- j) Provide support to the overall administrative and financial management of the project.

Qualifications:

- Minimum requirements for the Procurement Specialist include at least a Bachelor's Degree in Finance, Economics, Project Management, and/or other relevant disciplines.
- Minimum 5 years of relevant work experience in procurement, especially in working with government, development agencies, and/or International Organizations.

Candidates must be knowledgeable of the "Government of Jamaica Handbook of Public Sector Procurement Procedures"; and must have the ability to perform a broad range of specialized activities related to procurement management; including organization and conduct of procurement processes, implementation of contracts and sourcing strategies, reporting, control of assets, inventory, etc. Microsoft Office skills are required. Knowledge on IDB procurement policies and procedures is desirable.

Duration:

This consultancy will have duration of one (1) year, renewable for further periods up to the end of the Project, by mutual agreement.