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| **1. GENERAL POSITION DESCRIPTION** | | | | | | | | | | | | | | |
| POSITION:  PROCUREMENT SPECIALIST | | | | | | | | | | | | | | |
| **Reports to:**  Project Manager, PIU | | | | **Supervises:**  Not applicable | | | | | | | | | | |
| **Ministry:** Legal Affairs (MLA) | | | **Division:** Registrar General’s Department (RGD) | | | | | **Unit:**  PROJECT IMPLEMENTATION UNIT (PIU), *Strengthened Information Management at the RGD* (SIMR) project | | | | | | |
| **2. GENERAL POSITION PROFILE**  Reporting to the PIU Project Manager, the Procurement Specialist Consultant will ensure that the procurement operations of the PIU are executed in accordance with the guidelines of the Inter-American Development Bank (IDB) and MLA. She/he will support the PIU in carrying out procurement processes as required, including: preparing Requests for Proposals, Expressions of Interest, receipt of quotations, bids or proposals; participating in evaluation committees; negotiating contract terms; and managing contracts. He/she will adhere to the established guidelines and systems of the MLA and monitor the application of systems to ensure compliance with stated procurement policies. | | | | | | | | | | | | | | |
| **2.1 OBJECTIVE OF THE POSITION:**  To conduct all procurement processes for goods and services contracted under the SIMR project. | | | | | | | | | | | | | | |
| **2.2 Deliverables**   1. Preparation of Expressions of Interest and Specific Procurement Notices; liaising with required authorities for their publication; and ensuring that the appropriate documentation is placed on the UNDP websites or other required publication site. 2. Preparation of Requests for Quotations/Requests for Proposals 3. Facilitate Procurement evaluation processes, including appointment of evaluation committee, participation on evaluation committee, and ensuring timely conclusion of evaluation process. 4. Prepare requests for IDB No-Objection on behalf of the PIU, ensuring that all required and approved documentation is included. 5. Submit approved projects to MLA Legal Unit or Chief State Solicitor for preparation of contracts. 6. Conduct follow-up with relevant entities to ensure speedy and timely completion of contracting process. 7. Preparation of Progress Reports on procurements and other assigned duties. 8. Preparation and updating of Annual Procurement Plan, in conjunction with PIU’s preparation of the Annual Operations Plan and Project Execution Plan by inputting all necessary timelines and budgetary considerations in addition to technical and financial selection criteria for each procurement activity. 9. Preparation of standard contract and bidding documents for approved projects, as relevant. 10. Management of executed contracts through contract completion; including liaising with the PIU Financial Specialist in preparation of monthly and annual disbursement projections and payments. | | | | **Deadline**   1. As requested; To be completed within three (3) working days of request 2. As requested; To be completed within five (5) working days of request. 3. As required to ensure conclusion of evaluation process within three (3) weeks of bid closure. 4. Within One (1) working day of request 5. Within one (1) working day after PS approval is received 6. As required. 7. Bi-Weekly 8. Ongoing; to be completed within two (2) working days of request. 9. Within three (3) working days after PS approval is received 10. Ongoing | | | | | | | | | | |
| **2.4 Positions and Agencies that Provide Input** | | | | | | | | | | | | | | |
| MLA, RGD, PIU, IDB, Partner Agencies and Ministries | | | | | | | | | | | | | | |
| **3. FUNCTIONS OF THE POSITION** | | | | | | | | | | | | | | |
| Ensuring that all procurement activities of the PIU, are prepared and implemented in a  timely manner and reflect high professional standards in accordance with guidelines of the IDB and Government of the Republic of Trinidad and Tobago (GoRTT).   * Develops standard formats for contracts and bidding documents. * Prepares bidding documents for all goods and services based on terms of reference and technical specifications provided by the Project Manager and/or other designated PIU consultants. When necessary, Procurement Specialist will identify GoRTT or other experts outside of the PIU to assist in the preparation of Terms of Reference. * Bidding documents will include, as a minimum: (i) Letter of Invitation to Bid; (ii) Requirement for Experts or Goods; (iii) Detailed procedures for evaluation, selection and contracting; (iv) Contract formats; (v) Technical annexes (e.g. Certification of Eligibility and Format for Evaluation of Consulting Services). * Conduct bidders' meetings, provide clarification and complete minutes on the bidding process to bidders. * In collaboration with the Project Manager, facilitate the formation and coordination of Procurement Selection Committees that will receive, review technical and financial bids in accordance with IDB and GoRTT procurement guidelines. * Manage the procurement processes and prepare final evaluation reports for review and signature by Project Manager and Selection Committee Members. * As directed by the Project Manager, execute other tasks and special assignments required to ensure efficient and timely implementation of procurement activities. * Prepare non-objection requests to the IDB in line with their policies and guidelines. * Ensure that all procurement activities are executed in a transparent and efficient manner. * Ensures that the MLA and the IDB’s procurement regulations and guidelines are strictly adhered to. * Ensures that all relevant documentation is included when submitting procurement requests to IDB or GoRTT Ministerial Tenders Committee or Central Tenders Board. * Prepare and update Annual Procurement Plan in conjunction with preparation of the Annual Operations Plan and Project Execution Plan; inputting all necessary timelines and budgetary considerations in addition to technical and financial selection criteria for each procurement activity. * Maintain communication with counterparts in the IDB to clarify policies and ensure smooth process flow. * Manage all procurement processes and contracts awarded under the project; including ensuring proper record keeping for procurement processes; and liaising with the Financial Specialist to prepare disbursement projections and payments. | | | | | | | | | | | | | | |
| **4. RESPONSIBILITIES OF THE POSITION** | | | | | | | | | | | | | | |
| Provision of technical expertise in the procurement of goods and services for the SIMR PIU. | | | | | | | | | | | | | | |
| **5. DOCUMENTS THAT CAN BE AUTHORISED** | | | | | | | | | | | | | | |
| Not applicable | | | | | | | | | | | | | | |
| **6. SPECIFICATIONS OF THE POSITION** | | | | | | | | | | | | | | |
| **Qualifications:**   * First degree in Business, Project Management or Law * CIPS qualifications | | | | | | | | | | | | | | |
| **Specializations:** Procurement, project management, law | | | | | | | | | | | | | | |
| **General Work experience:**   * At least three years’ experience conducting procurement in the public sector. * At least five (5) years’ working experience as a procurement officer. | | | | | | | | | | | | | | |
| **Specific Work Experience:**   * Knowledge of IDB procurement guidelines | | | | | | | | | | | | | | |
| **Software:** Microsoft Office Suite | | | | | | | | | | | | | | |
| **7. CONDITIONS OF WORK** | | | | | | | | | | | | | | |
| **Place of work**: As assigned | | | | | | | | | | | | | | |
| **Office Hours**: 8am – 4:30pm formally and as long as is required to get the job done | | | | | | | | | | | | | | |
| **Environment of work**: Cordial environment conducive to cooperation, teamwork and professionalism. | | | | | | | | | | | | | | |
| **8. PROFILE OF COMPETENCIES** | | | | | | | | | | | | | | |
| **8.1 PERSONAL COMPETENCIES** | | | | | | | | | | | | | | |
| **COMPETENCY** | **DEFINITION** | | | | **Level Required** | | | | | | | | | |
| Low | | | | Medium | | | High | | |
| 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 |
| Pro-activity | Maintains an attitude of anticipation to problems/challenges, shows initiative, generates new opportunities | | | |  |  |  | |  |  |  |  | √ |  |
| Stress Tolerance | Capable of working under pressure and prioritises demands | | | |  |  |  | |  |  |  |  |  | √ |
| Communication | Communicates/relates in an efficient way, both orally and in writing. The ability to support ideas, make presentations and produce reports. | | | |  |  |  | |  |  |  |  |  | √ |
| Confidentiality | Ability to use tact in divulging sensitive information. | | | |  |  |  | |  |  |  |  |  | √ |
| Interpersonal | Manages relationships well. Gauges the interests and motives of others and finds ways to get the job the done. | | | |  |  |  | |  |  |  |  | √ |  |
| **8.2 MANAGEMENT COMPETENCIES** | | | | | | | | | | | | | | |
| Results Oriented | Plans and compromises in the achievement of results within specific parameters. | | | |  |  |  | |  |  |  |  | √ |  |
| **COMPETENCY** | **DEFINITION** | | | | **Level Required** | | | | | | | | | |
| Low | | | | Medium | | | High | | |
| 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 |
| Working in Teams | Promotes the views of others in achieving consensus. Encourages active participation, information sharing and promotion of a pleasant environment. | | | |  |  |  | |  |  |  | √ |  |  |
| **8.3 TECHNICAL COMPETENCIES** | | | | | | | | | | | | | | |
| Procurement | | Familiar with procurement processes and procedures including preparation of documents and facilitation of evaluations | | |  |  |  | |  |  |  |  |  | √ |
| Public Sector Management | | Operating within the defined parameters of the Public Sector framework. | | |  |  |  | |  |  |  |  |  | √ |
| Legal Aspects | | Contract administration, tender procedures, and procurement guidelines. | | |  |  |  | |  | √ |  |  |  |  |