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Loan N°./Financing: 3340/OC-BH

Project: PUBLIC FINANCIAL MANAGEMENT AND PERFORMANCE MONITORING REFORM PROJECT (PFM/PMR)

Title: Consultant to conduct an HR Capability and Capacity Assessment

Borrower/Bid No:



GOVERNMENT OF THE COMMONWEALTH OF THE BAHAMAS

THE MINISTRY OF FINANCE

PUBLIC FINANCIAL MANAGEMENT AND PERFORMANCE MONITORING REFORM PROJECT (PFM/PMR)

INDIVIDUAL CONSULTANT

POSITION AVAILABLE TO CONDUCT AN HR CAPABILITY AND CAPACITY ASSESSMENT FOR PROCUREMENT REFORM IN THE BAHAMAS PUBLIC SERVICES

Title: Consultant to conduct an HR Capability and Capacity Assessment

This notice is placed on behalf of The Ministry of Finance to provide background information regarding the objectives of the PFM/PMR Project to enable interested persons who meet the stated and other criteria to determine their eligibility and respond to this advertisement to offer their services under the requirements of the project. The Government of the Commonwealth of the Bahamas (GoB) has received financing from the Inter-American Development Bank (IADB) under loan #3340/OC- BH to partially/totally fund the contract cost.

SUMMARY OF BACKGROUND INFORMATION

PFM/PMR will improve the Financial Management and Performance Monitoring capabilities of the Public Sector. Component IV: Public Procurement will modernize the public procurement system, promote efficient market competition & deliver value for money. The GoB is seeking a consultant to build a professional procurement workforce, increasing capacity of procurement positions, creating institutionalized roles and structures ensuring that all legal best practices are adhered to.

DESCRIPTION OF ENGAGEMENT

The consultancy will take place over a 5 month period in Nassau, Bahamas. A detailed work plan with timeline to achieve the deliverables must be submitted 7 working days after contract signing. The individual consultant, should possess an extensive background in Human Resources and, Organizational and Institutional Development within the public and private sectors.

FUNCTIONS AND RESPONSIBILITIES

Specifically, the consultant, in coordination with the PFM/PMR Component IV Coordinator, shall;

- Validate, in cooperation with the above-mentioned stakeholders: (i) the Procurement/Purchasing Organisational and Staff Capacity Assessment Questionnaire (refer to Annex I); and (ii) the selection of the proposed Line Ministries and other comparative entities to undergo the assessment, such as: Ministry of Finance, Ministry of Works, Ministry of Education, Ministry of Agriculture and Marines Resources, Ministry of Youth, Sport and Culture, The National Insurance Board (NIB), and the Public Hospital Authority (PHA);
- Conduct in-depth assessment of the Procurement/Purchasing Organisational and Staff Capacity using the annexed questionnaire once validated by stakeholders;
- Summarise analysis and findings from the selected Line Ministries and government entities assessment questionnaires;
- Using the information gathered from the assessments and analysis, identify procurement roles and define related (to the roles) procurement positions within the civil service with hierarchical levels tailored to The Bahamas situation and compatible with the management of the civil service; and
- Develop job descriptions for the related procurement positions including duties and tasks, required key business skills and procurement skills, required qualifications (education and experience) and clear lines of responsibilities.

EDUCATION SKILLS AND EXPERIENCE

- Bachelor's degree in Human Resources, Human Resource Management, or other similar disciplines;
- At least 5 years of relevant experience in the private sector, non-profit or public sector (preferred);
- Experience in institutional development and capacity assessment of human resource, in particular, procurement/purchasing in the public or private sector;
- Experience in development of organizational structures with new job profiles/descriptions and possible career paths;
- Knowledge in HR procedures and classification system in The Bahamas public service;
- Demonstrated ability to collect, analyse, and interpret information;
- Ability to effectively conduct consultations, excellent communication skills and the ability to work well as part of a team;
- Prior work experience on an individual consultancy basis is an asset.

SELECTION PROCESS

The individual for the consultancy will be selected in accordance with the Consultants' Qualification Selection procedures set out in the Inter-American Development Bank: Policies for the selection and contracting of consultants financed by the Inter-American Bank (Document GN-2350-15). Note that the Government of the Commonwealth of The Bahamas has the authority to reject any and all proposals without an explanation. Procurement notices will be posted online at www.bahamas.gov.bs CVs must be delivered by e-mail by **Tuesday, October 6th, 2020 on or before 5:00pm**, to pfpmpmr@bahamas.gov.bs.