

## Call for CVs- Procurement Planning Assistant (Part-time)

**Institution:** The University of the West Indies, Mona

**Country:** Jamaica

**Project:** Investment Plan for the Caribbean Regional Track of the Pilot Program for Climate Resilience

**Sector:** Environment and Natural Disasters- Climate Change Adaptation Policy

**Abstract:** Procurement Planning Assistant (Part-time)

**Grant No.:** ATN/SX-14969-RG

**Bid No.:** IC07/C6.00-5

**Deadline:** 21<sup>st</sup> September 2018

The Inter-American Development Bank (IDB) has provided grant funding in the amount of US\$10.39 million to the Caribbean region to implement the Investment Plan for the Caribbean Regional Track of the Pilot Program for Climate Resilience (PPCR) over a five-year period. The program is being executed by the University of the West Indies (UWI), through its Mona Office for Research and Innovation (MORI), and is also co-implemented by regional organizations working on climate change in the region.

The UWI now invites eligible Candidates to apply for the following consulting service: **Procurement Planning Assistant (Part-time)** by submitting their Curriculum Vitae (CV) in the format indicated to the address below. CVs must indicate the minimum qualifications required as per the Terms of Reference attached.

The Procurement Planning Assistant will provide support to the Project Executing Unit and the Procurement Specialist in the consultations with implementing partners and the preparation of procurement documents to contribute to the expeditious implementation of the Procurement Plan.

A Consultant will be selected through a comparison of qualifications as described in Section V- Selection of Individual Consultants of GN-2350-9 Policy for the Selection and Contracting of Consulting Services financed by the IDB which can be found at the following website: [www.iadb.org/procurement](http://www.iadb.org/procurement).

Eligible and interested candidates must respond in writing, by submitting their details via email, no later than **21<sup>st</sup> September 2018** to:

Attn: Erica Haughton-Procurement Specialist  
MORI-PPCR Project Management Unit  
Electronics Building, Department of Physics  
University of the West Indies  
[erica.haughton02@uwimona.edu.jm](mailto:erica.haughton02@uwimona.edu.jm)

## Eligibility

To determine eligibility, a Consultant shall be a national of member countries of the Bank. Consultants from other countries shall be disqualified from participating in contracts intended to be financed in whole or in part from IDB financing.

An individual is considered to be a national of a member country of the Bank if he or she meets either of the following requirements:

- i. is a citizen of a member country; or
- ii has established his/her domicile in a member country as a “bona fide” resident and is legally entitled to work in the country of domicile.

Eligible countries are: Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People’s Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, and United States, Uruguay and Venezuela.

Eligible Territories are:

- a) Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France
- b) U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA
- c) Aruba – as a constituent country of the Kingdom of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Kingdom of the Netherlands
- d) Hong Kong – as a Special Administrative Region of the People’s Republic of China”

## TERMS OF REFERENCE

**Project No.:** ATN/SX-14969-RG

**Project Name:** Investment Plan for the Caribbean Regional Track of the Pilot Program for Climate Resilience

**Name of Consulting Service:** Procurement Planning Assistant

### I. Background

- 1.1 The Inter-American Development Bank (IDB) has provided grant funding in the amount of US\$10.39 million to the Caribbean region to implement the Investment Plan for the Caribbean Regional Track of the Pilot Program for Climate Resilience (PPCR) over a five-year period. The program is being executed by the University of the West Indies (UWI), through its Mona Office for Research and Innovation (MORI), and co-implemented by regional organizations working on climate change in the region.
- 1.2 The general objective of the operation is to improve regional processes of climate relevant data acquisition, storage, analysis, access, transfer and dissemination and to pilot and scale up innovative climate resilient initiatives. In pursuing this objective the program utilizes a regional approach, that seeks to develop data and information products and services that can be utilized at both the regional and national levels. The program is structured into four components:

**Component 1. Improving geospatial data and management for adaptation planning, sea level rise and storm surge impact analysis.** The focus of the component is to improve the accessibility of high quality and current/updated bathymetric and near shore topographic data to support climate change analysis related to sea-level rise, storm surge, flooding, and ongoing adaptation planning at the regional and national levels.

**Component 2. Consolidating and Expanding the Regional Climate Network and Global Platform Linkages.** The focus of the component is to strengthen regional and national structures and mechanisms for the delivery of climate products and services at the national level through enhancements to the regional climate data monitoring networks and complementary linkages with global climate information centers/platforms.

**Component 3: Downscaling and Expanded Climate Projection Models and High Resolution Maps.** The focus of this component is to improve and enhance the availability of the downscaled future climate projections in the Caribbean in support of adaptation planning, decision making, and sector level modeling/projection efforts (such as marine, agriculture, health and water).

**Component 4: Applied Adaptation Initiatives.** This Component will finance various sectoral interventions led by different regional organizations in Health, Marine, Agriculture and Water sectors.

## **II. Consultancy objective(s)**

- 2.1 The objective of this consultancy is to provide support to the Project Executing Unit and the Procurement Specialist in the consultations with implementing partners and the preparation of procurement documents to contribute to the expeditious implementation of the Procurement Plan.

## **III. Main activities**

- 3.1 Under the direct supervision of the Procurement Specialist and overall coordination of the Program Manager, the Procurement Planning Assistant will perform the following duties and responsibilities:
- a) Draft minutes of negotiation meetings, pre-proposal workshops and other procurement related consultations and discussions.
  - b) Provide logistic support for meetings and events by soliciting and comparing quotations, confirming travel itineraries and related reservations.
  - c) Conduct procurement and logistical arrangements to support the daily procurement actions for the implementation of the program's activities such as the procurement of goods and services, preparing all documents within stipulated timelines and in compliance with the IDB's policies and guidelines.
  - d) Assist in the preparation of specific procurement documents, e.g. Requests for Proposals, Requests for Quotations and Calls for Expressions of Interest for new activities as required;
  - e) Follow-up on the processing and payment of invoices and liaising with suppliers.
  - f) Update Commitment Sheet for the Program in order to expedite implementation and track the progress of contracts and payments;
  - g) Review, update and create procurement files to ensure that all relevant documents and approvals for each procurement process are included.
  - h) Report on project procurement matters to the Procurement Specialist and the PMU/PM (when necessary);

## **IV. Reports / Deliverables**

- 4.1 The contractual will submit the following to UWI:

- a) Monthly reports on tasks undertaken.

## **V. Payment Schedule**

5.1 Payments will be made on a monthly basis.

## **VI. Qualifications**

- Bachelor's Degree in Business Administration, Project Management or other relevant Social Science disciplines.
- Experience: Candidates should have experience working in an administrative capacity, especially in working with government, development agencies, and/or donor funded projects.
- Language: The consultant must be fluent in English. Knowledge of French/French creole would be an asset.
- Skills/Competencies: Candidates must be proficient in Microsoft Office; display effective and excellent written and oral communication skills; possess excellent interpersonal skills- must be approachable with the ability to work independently and as part of a team; display effective organizational and decision-making skills, and; demonstrate the ability to solve problems and work on own initiative with a strong attention to detail and a high level of accuracy;

## **VII. Characteristics of the Consultancy**

- Consultancy category and modality: Individual consultancy, Lump Sum.
- Contract duration: The selected candidate will receive a fixed-term contract appointment, typically of one (1) year duration, which is renewable based on mutual agreement.
- Place(s) of work: Kingston, Jamaica.
- Contract is part time with the consultant expected to be in office for a minimum of two days per week.

**VIII. Payment and Conditions:** Compensation will be determined in accordance with University of the West Indies' human resource policies and procedures.

## Curriculum Vitae (CV) Template

*Note: text in blue italics is provided as a guide only and should be removed in the final document being submitted.*

<b>Name of Consultancy:</b>	
<b>Name of Consultant:</b>	<i>[Insert full name]</i>
<b>Date of Birth:</b>	<i>[day/month/year]</i>
<b>Country of Citizenship/Residence:</b>	
<b>Contact information:</b>	<i>[e-mail....., phone.....]</i>

**Education:** *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]*

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**Employment record relevant to the assignment:** *[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]*

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
<i>[e.g., May 2005-present]</i>	<i>[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]</i>		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):**

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

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Name of Consultant

Signature

Date

(i) This CV correctly describes my qualifications and experience

(ii) I am employed by the Executing or the Implementing Agency

(iii) I was part of the team who wrote the terms of reference for this consulting services assignment

(iv) I am not currently debarred by a multilateral development bank (If yes, identify who)

**Yes**

**No**
