

# **SELECTION OF INDIVIDUAL CONSULTANTS**

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## **GUIDANCE TO SELECT INDIVIDUAL CONSULTANTS TERMS OF REFERENCE Procurement Specialist**

November 2024

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## **Ministry of Public Utilities**

### **Trinidad and Tobago National Water Sector Transformation Program**

**IDB Loan# TT- L1055-P00096**

#### **Terms of Reference** **Procurement Specialist**

#### **BACKGROUND**

The Government of the Republic of Trinidad and Tobago with financial support from the Inter-American Development Bank (IDB) has embarked on a four-year USD80 Million National Water Sector Transformation Program (NWSTP). The Loan Program was approved by the IDB's Board of Executive Directors on December 14, 2022, and forms part of a stream of financing available to the Government to sustain investments in the water sector, under the Bank's Conditional Credit Line for Investment Projects (CCLIP). Under the CCLIP, the Government has the opportunity to access a total of USD315 Million from the IDB over the next ten years through multiple loan operations. The USD80 Million Loan Program represents the first individual loan operation under the CCLIP.

The general objective of the NWSTP is to improve the efficiency, quality, sustainability and resilience of potable water supply service and water security in Trinidad and Tobago. The specific objectives are to: (i) improve operational efficiency and reliability of water supply services; (ii) improve quality of water services for underserved communities in Trinidad and Tobago (iii) develop capacity and provide institutional strengthening to the MPU and WASA to improve governance and sustainable management of water resources. The Program comprises three (3) main components as follows:

**Component 1:** Water Stabilization and Improvement: (US\$44 Million) - The activities to be financed include: (i) Construction of new water treatment infrastructure in six locations (ii)

Refurbishment & upgrading water treatment infrastructure for nine Water Treatment Plants (WTPs); (iii) Drilling and equipping of six new wells; (iv) Rehabilitation of El Socorro high lift and booster station.

**Component 2** – Component 2. Support for Water Sector Transformation Plan: (US\$2.74 Million)  
– This component will support capacity development and institutional strengthening of the MPU and WASA to improve governance and sustainable management of water resources. In addition, it will support the separation of the functions of water resources management from WASA and implementation of Integrated Water Resources Management (IWRM).

**Component 3** - Network Optimization (US\$31 Million) - This component will finance urgent priority works to optimize network performance and reduce non-revenue water. These works will be executed through a Co-Management Performance Based Contract with a specialized consulting firm (CF). The CF will be required to prepare and commence the implementation of a Non-Revenue Water Reduction Strategy and Program for the country. The CF will also provide strategic advice and technical support to the Executive Team of WASA in the transformation of WASA.

The benefits of the Program will accrue to the majority of the population. An estimated 1,365,622 persons (approximately 314,700 households) in the targeted communities and an estimated 257,862 persons (64,465 households) in surrounding communities will receive an improved water supply with a minimum schedule of 24/3. Furthermore, the Program will benefit an estimated 16,841 commercial, charitable institutions, agricultural and industrial customers.

### **Position Overview**

The Procurement Specialist will be a core member of the Project Executing Unit (PEU), responsible for planning, implementing, and managing all procurement activities within the Ministry of Public Utilities (MPU) PEU and supporting procurement tasks for the two SPC and WASA, as per the program's objectives. This role requires compliance with IDB procurement

policies (GN-2349-15 and GN-2350-15), ensuring all procurement activities are executed effectively, transparently, and in alignment with the Government of the Republic of Trinidad and Tobago (GORTT) guidelines.

## **Objectives**

- To oversee and coordinate all procurement activities related to program implementation, maintaining alignment with IDB standards and ensuring timely execution.
- To provide the necessary information to update and monitor the Procurement Plan, in coordination with the Annual Operating Plan (AOP) and Project Implementation Plan (PIP).
- To facilitate efficient communication and coordination among program staff, stakeholders, and the IDB to support program goals.

## **Scope of Services, Tasks, and Responsibilities**

The Procurement Specialist will perform the following tasks:

### **1. Procurement Planning and Coordination**

- Develop, maintain, and update the Procurement Plan in alignment with the AOP and PIP, incorporating all timelines, budget considerations, and criteria for each procurement activity.
- Ensure all procurement actions are approved and executed following IDB guidelines and standards, coordinating with the two SPC and WASA teams to ensure timely updates to the IDB platform.

### **2. Bid Preparation and Process Management**

- Prepare bidding documents for goods, works, and services based on terms of reference and technical specifications provided by the Program Manager, using IDB-standard templates available on the IDB's Procurement Portal.

- Conduct bidder meetings, clarify questions, and provide documented minutes to ensure all bidders understand the process, leveraging technical inputs from the team.

### **3. Procurement and Contract Administration**

- Facilitate the formation and coordination of the Procurement Selection Committee to review technical and financial bids in accordance with IDB procurement policies.
- Review and monitor procurement processes, preparing evaluation reports and request the necessary Non Objection from the IDB as required.
- Establish and maintain systems for contract administration; monitor contractor activities, review progress, identify problem areas, prepare regular reports on contract status, maintain a contract management system database, and an asset register to ensure all contractual obligations are fulfilled.

### **4. Stakeholder Engagement and Documentation**

- Collaborate with program staff and external organizations to foster transparency and effective program execution.
- Manage communication with relevant stakeholders, promoting awareness and facilitating participation from the private sector, as approved by MPU/PEU and with the IDB's No Objection.

### **5. Risk Management and Compliance**

- Monitor and update procurement and contract risk actions, adhering to the program's risk management strategies.
- Ensure that all procurement and contract management actions are documented accurately, stored in the OBP&CM system, and compliant with GORTT and IDB policies.

### **6. Additional Support**

- Provide ongoing guidance to PEU staff and stakeholders on IDB procurement policy interpretation.

- Support contract negotiations and administration, working with technical and financial teams to ensure contractual terms, pricing, performance requirements, and service delivery schedules align with program needs.

## **Reporting Requirements**

The Procurement Specialist will report directly to the Program Manager, collaborating closely with the MPU/PEU team, the WASA PEU, and IDB representatives on all procurement-related activities.

## **Qualifications and Experience**

The ideal candidate at a minimum, should meet the following criteria:

### **Academic Qualifications:**

#### **Degrees:**

- A Master's Degree in Procurement Management, Project Management, Supply Chain Management, Business Administration, or a related discipline.

#### **Certifications:**

- Professional certification in Procurement, such as:
  - **Chartered Institute of Procurement & Supply (CIPS) Level 5 and beyond**
  - **Advanced Procurement Management**
  - **Sustainable Public Procurement**
  - **Certified Public Procurement Officer (CPPO)**
  - **Certified Professional in Supply Management (CPSM)**

**Relevant Experience:**

- Minimum of eight (8) years of experience in procurement, with at least five (5) years in public sector or international development project procurement, ideally within an IDB-funded program.
- Demonstrated experience in preparing procurement documents, managing bidding processes, and conducting contract administration in accordance with international standards.

**Specific Skills and Competencies:**

- Strong understanding of IDB procurement guidelines, policies, and practices, with familiarity in GORTT procurement regulations (OPR).
- Proficiency in using procurement and project management systems, such as the IDB's OBP&CM system and related digital platforms.
- Excellent organizational, analytical, and problem-solving skills, with the ability to assess risks and make timely procurement decisions.
- Advanced communication and interpersonal skills, capable of working effectively with internal teams, external stakeholders, and suppliers.

**Other Required Knowledge, Skills, and Abilities:**

- Detail-oriented and methodical in handling procurement documentation, ensuring compliance with IDB standards.
- Ability to conduct market research and cost estimation to ensure accurate procurement budgeting.
- Familiarity with sustainable procurement practices and environmental and social considerations in procurement.



## **COMPULSORY COMPLIANCE**

- Eligibility: as per Policies for the Selection and Contracting of Consultants Financed by IDB 1.13 of GN-2350-15 as per information on Eligible Countries at Annex 3.
- No Conflict of Interest: as per 1.11 of GN-2350-15.
- Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals <https://www.iadb.org/en/who-we-are/transparency/sanctions-system/sanctioned-firms-and-individuals>

## **CHARACTERISTICS OF THE CONSULTANCY**

- Type of Consultant: Individual
- Expected Start Date: **January 2025**
- Contract Duration: Two (2) years.
- Place (s) of Work: WASA Trinity Regional Centre, Golden Grove Road  
Head Office, MPU, 1 Alexandra Street, Port Of Spain
- Working Language: English

## **REPORTING RELATIONSHIP**

The Procurement Specialist will report to the MPU Program Manager.

## **CLIENT'S INPUT**

The Ministry of Public Utilities will provide the Procurement Specialist with the PEU's Operations Manual and relevant project documentation. A laptop computer with required software will also be provided for the associated Procurement Specialist functions along with office space and facilities.

## Annex 1: Selection Criteria<sup>1</sup>

Selection Criteria	Maximum Points	Sub-criteria	Highest Possible Score	Lowest Acceptable Score
<b>Academic Qualification</b>	40	A Master's Degree in Procurement Management, Project Management, Supply Chain Management, Business Administration, or a related discipline.	25	30
		Chartered Institute of Procurement & Supply (CIPS) Level 5 and beyond; Advanced Procurement Management; Sustainable Public Procurement; Certified Public Procurement Officer (CPPO); Certified Professional in Supply Management (CPSM).	15	
<b>General Experience</b>	30	A minimum of Eight (8) years working in procurement management	20	22.5
<b>Specific Experience</b>	30	Five (5) years in an IDB or public procurement environment	10	22.5
		Experience with procurement software (OBP&CM)	10	
		Contract management experience	10	
<b>TOTAL</b>	<b>100</b>		<b>100</b>	<b>75</b>

## Annex 2: Curriculum Vitae format

Name of Consulting Service:	
Name of Individual Consultant:	<i>[Insert full name]</i>
Date of Birth:	<i>[ day/month/year]</i>
<sup>2</sup> Nationality	

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

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**Experience Relevant to the Assignment:** *[Experience related to the services and tasks to be performed; professional skills according to the assignment requirements, and knowledge of administrative systems and government organization within the country of the Employer, Region or similar. List previous positions relevant to the Assignment in reverse order, provide dates, name of contracting organization, titles of positions held, types of activities performed that best illustrate capability to handle the services/tasks and location of the assignment. Provide contact information of previous Employers who can be contacted for references. past position that is not relevant to the assignment does not need to be included.]*

Period	Contracting Organization/type of services provided/ Title/Position; Contact Information for References	Country	Summary of Key Activities Performed relevant to the Assignment
<i>[e.g., May 2015-present]</i>	<i>[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, Deputy Minister]</i>		

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<sup>2</sup> See Annex 3 of the Terms of Reference Outline for list of member countries of the Bank

**Membership in Professional Associations and Publications:**

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

**Consultant contact information:** *[e-mail....., Telephone No.....]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, experience, skills and knowledge 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 Employer, and/or sanctions by the Bank.

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Name of Consultant

Signature

Date*[day/month/year]*

(i) This CV correctly describes my qualifications, experience, skills and knowledge

(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 currently debarred by a multilateral development bank (If yes, identify who)

Yes	No

I confirm that I will be available to carry out the assignment for which my CV is submitted in accordance with the scope of services and Consultant's reporting obligations set out in the Terms of Reference.

## Annex 3: Eligible Countries

This section lists the Bank's member countries, as well as the criteria to determine the nationality of consultants.

"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".

### **Nationality and origin of Goods and Services Criteria**

The policy provisions make it necessary to establish criteria to determine a) the nationality of the firms and individuals eligible to bid or participate in a bank-financed contract and b) the country of origin of goods and services. For these determinations, the following criteria shall be used:

#### **Nationality:**

**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.