



# Energy Resilience for Climate Adaptation Project

MINISTRY OF PUBLIC SERVICE, ENERGY & PUBLIC UTILITIES

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## Terms of Reference

Procurement Officer

### I. Introduction

The Government of Belize expects to receive funding in the amount of US\$8,000,000 from the Global Environment Facility via The World Bank to finance the project entitled “*Energy Resilience for Climate Adaptation*” (ERCAP); co-financing for the project is being provided in part by the Government of Belize. The ERCAP is being implemented by the Ministry of Finance, Public Service, Energy and Public Utilities (MFPSEPU), in conjunction with the Belize Electricity Limited and is aimed at enhancing the resilience of Belize’s energy system to adverse weather and climate change impacts. Implementation of the project will be over a four year period, 2016 – 2020 and will involve the procurement of various goods and services. To fulfill the procurement responsibilities of the project, the MFPSEPU is therefore seeking the services of a Procurement Officer (PO) to undertake the tasks listed in this Terms of Reference.

### II. Background Information

The ERCAP is designed to demonstrate measures that enhance resilience of the energy system to adverse weather and climate change impacts in Belize. It covers a comprehensive set of areas for enhancing resiliency in the energy sector, particularly as it pertains to electricity supply. The development objective of the project is to *enhance resilience of the energy system to adverse weather and climate change impacts*.

The project has three components as indicated below:

1. **Component 1: Long-Term Energy Planning and Capacity Building for Climate Adaptation.** The long-term success of climate adaptation in Belize rests on well-informed, evidence-based planning that mainstreams measures that enhance energy resilience. To achieve this end, it will require strategic planning, data collection, as well as strengthening the adaptive capacity of the energy sector in Belize.
2. **Component 2: Demonstration measures to enhance resilience of energy sector.** This component will include a comprehensive set of no-regrets strategic and investment activities that are focused around the power sector transmission and distribution systems and infrastructure.
3. **Component 3: Project Implementation Support and Information Dissemination for Knowledge Sharing.** This component includes a knowledge sharing activity to maximize

the impact of the lessons learned from the proposed project; and to provide incremental support to the respective agencies for implementing ERCAP.

### **III. Scope of Work**

#### **A. Main Responsibility**

The Procurement Officer will be primarily responsible for all project procurement related activities undertaken directly by the MFPSEPU under the ERCAP.

#### **B. Principal functions will include:**

- 1) Develop and implement project procurement procedures in alignment with World Bank's procurement guidelines and related documents to the project;
- 2) Review all draft documents related to the project from the procurement side, including the Grant Agreement, Operations Manual, Procurement Plan and any subsidiary agreements that may arise;
- 3) Perform all procurement related activities under the applicable terms and arrangements for project/s managed by the MFPSEPU;
- 4) Prepare and update relevant procurement plans and reports in respect of approved projects in compliance with donors' guidelines and policies;
- 5) Prepare draft bidding documents/request for proposals (RFP) for approved goods and services based on the cleared technical specifications and terms of references;
- 6) Manage the procurement of works, goods and services as detailed in the Procurement Plan in conformity with donors' requirements;
- 7) Arrange all advertising of general procurement notices, specific procurement notices and requests for expressions of interest;
- 8) Prepare responses to queries from bidders' queries on procurement notices and bidding documents;
- 9) Organize and convene Public Bids Opening and coordinate the Bid Evaluation Committee;
- 10) Prepare Bid Evaluation Reports for submission to the World Bank for no objection;
- 11) Prepare contracts and amendments for signing by the MFPSEPU and contractors, consultants or suppliers;
- 12) Ensure appropriate certification and satisfactory delivery of all works, goods and services procured in line with WB's procurement guidelines;
- 13) Maintain and safeguard all of the ERCAP's legal documentation related to procurement for annual audits and as required by donors and regulatory agencies;
- 14) Attend meetings with stakeholders and contractors, consultants and suppliers as required to address contractual matters;
- 15) Exercise responsibility for the ERCAP's assets assigned to him/her for the execution of duties;
- 16) Properly maintain all procurement records

### **IV. Deliverables and Performance Indicators**

The PO will be expected to provide:

- a. Preparation of all documents on procurement undertaken; such must be in conformity with WB's procurement guidelines and relevant national procurement guidelines;
- b. Maintaining an effective filing and record-keeping system;

## **V. Commencement and Duration of Contract**

The PO is expected to be contracted for a period of eighteen (18) months, i.e. September 1, 2016 to February 28, 2018.

## **VI. Administration of Contract**

The contract will be administered by ERCAP Project Management Unit and the PO will be expected to report directly to the ERCAP Project Manager.

## **VII. Required Qualifications and Experience**

- Minimum of a Bachelor's Degree in Law, Economics, Business Management or a related field.
- Minimum five years' experience related to public procurement (formal public procurement training is an asset).
- Prior public procurement and project management training or experience is an asset.
- Working knowledge and experience on procurement guidelines and procedures of international financial institutions;
- Knowledge of works and services associated with the implementation of projects financed by the World Bank will be considered an advantage.
- Ability to operate standard office equipment;
- Ability to pay attention to detail;
- Ability to meet deadlines;
- Ability to communicate effectively.
- Advanced level of computing literacy (Microsoft Office applications preferred);
- Excellent written and oral communication skills;
- Excellent interpersonal skills;
- Excellent leadership and management skills;
- Excellent decision making and problem solving skills;
- Excellent organizational and planning skills; and
- Excellent analytical skills.

*(Equivalent combination of knowledge with work experience will be considered.)*