**EASTERN CARIBBEAN SUSTAINABLE TERRESTRIAL**

**AND MARINE ECOSYSTEMS PROJECT – REGIONAL**

**TERMS OF REFERENCE**

**PROCUREMENT CONSULTANT**

1. **BACKGROUND**
   1. In the countries of the Organisation of Eastern Caribbean States (OECS), large percentages of landscapes are under some form of human altered land use pattern while marine ecosystems are also being degraded by human activity. Deforestation from natural and human causes is a major threat to terrestrial ecosystems causing exposure of soils to erosion, landslips, loss of fertility, and crop yields which contribute to low incomes and poverty. While natural hazards (e.g., earthquakes, volcanic activity, tsunamis, and hurricanes) have impacted the region’s forests, degradation from human activities such as poor land use and overexploitation combined with limited conservation practices exacerbate these threats.
   2. The health of Caribbean marine ecosystems, particularly in the OECS Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction). In particular, the sustainability of conch fisheries is under threat.
   3. Against this background, the Caribbean Development Bank (CDB) is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:
2. Outcome 1: Sustainable land management and climate resilience of terrestrial ecosystems enhanced;
3. Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems; and
4. Outcome 3: Healthy Queen Conch populations restored to facilitate a healthy coastal environment.

1.04 The project execution will require timely engagement of a Procurement Consultant (PC) to support the procurement of several consultancy services, goods, works and non-consulting services including:

1. Aquaculture Manager;
2. Aquaculture Technician;
3. Trainer in Beekeeping and Honey Production;
4. Community Liaison Officer;
5. Communication Specialist;
6. Trainer in Ecosystem-based Tourism;
7. Trainer in Micro, Small, Enterprises and Tour Guiding;
8. Scientific Advisor;
9. Social and Gender Specialist;
10. Sustainable Land Management and Livelihoods Specialist; and
11. Technical Coordinator;
12. Planting material and seedstock fertiliser/chemicals
13. Equipment/materials – Lumber, shovels, pots, diggers, heavy equipment rental etc.
14. Beekeeping kits
15. Construction of Visitor Centre
16. Any other procurement activities required, aligned with the objectives of the assignment, as may be requested by the Client and mutually agreed upon in writing.
17. **KEY RESPONSIBILITIES** 
    1. The Procurement Consultant will assist with the following tasks however, all decisions shall be reviewed and endorsed by the Client and/or designated authority:
18. defining procurement strategy and as necessary revising the procurement plan;
19. preparing procurement documents including requests for expressions of interest (REOIs) and requests for proposals (RFPs) and other tender documents and assisting the Client to respond to request for Clarifications from Consultants and Bidders;
20. identifying potential consultants or providers, as necessary;
21. evaluating Expression of Interest (EOIs), Proposals, Bids;
22. negotiating the contract terms and conditions and drafting the contracts; and
23. assisting with contract administration.
24. **REPORTING AND DELIVERABLES**
    1. The deliverables under the assignment shall include:
25. bidding documents;
26. pre-bid meeting (which the Consultant will attend as observer) and drafting requests for clarification and/or amendments to bidding document if applicable;
27. bid opening minutes and drafting of evaluation report; and
28. negotiations and contract drafting
29. monthly Progress Reports; and
30. input to monthly, quarterly and annual reports.
    1. The written deliverables must be submitted electronically by email to the Project Co-ordinator.
    2. The Consultant is expected to work remotely.
    3. No travel is required for this consultancy.
31. **QUALIFICATIONS AND EXPERIENCE** 
    1. The ideal candidate for the position of Procurement Consultant should possess the following qualifications and skills:
32. At least a Bachelor's in a relevant field (e.g., procurement, supply chain management, business administration, project management or a related discipline).
33. At least five (5) years of experience working with procurement regulations, guidelines, and best practices, particularly in the context of international development projects. This includes familiarity with the CDB or other multilateral development banks or international financial institutions' procurement rules and procedures.
34. At least two (2) years of proven experience in supporting procurement processes for similar technical assistance or infrastructure projects. This includes experience with procurement planning, vendor/provider selection, bid evaluation, and contract management.
35. Excellent communication and interpersonal skills, with the ability to ability to prepare clear, concise, and accurate reports, procurement documentation, and other project-related materials.
36. Proficiency in English is essential.
37. Familiarity with sustainable land use management and ecosystem-based management is an advantage.
38. Knowledge of the cultural and socio-economic context of the Caribbean or Small Island Developing States would be an asset
39. **DURATION**

5.01 The level of effort for this assignment is expected to be seventy-five (75) working/professional days over a period of seventeen (17) months.