

GOVERNMENT OF GRENADA

Ministry of Climate Resilience, The Environment and Renewable Energy GRENADA GEOTHERMAL ENERGY DEVELOPMENT – EXPLORATION DRILLING PHASE **Procurement and Contracts Management Officer**

TERMS OF REFERENCE

1. Background

With funding provided by the Caribbean Development Bank (CDB), including support from the UK Foreign, Commonwealth and Development Office (FCDO), the Global Environment Facility (GEF), the Italian Ministry for Environment and Energy Security (IMEELS), and the European Union Caribbean Investment Fund, the Government of Grenada is undertaking a geothermal exploration drilling project to develop geothermal resources for utility-scale power production.

The Project is executed by the Ministry of Climate Resilience, The Environment and Renewable Energy (the Ministry) and managed by the Geothermal Project Management Unit (GPMU). Exploration drilling is planned at two sites located on private agricultural lands in the north of the mainland: Site C at Tricolor in St Patrick and Site F at Plaisance Estate in St John. The Project is subject to a multi-lender environmental and social safeguard framework, including the applicable CDB review procedures, IDB safeguard policies, and IFC Performance Standards.

The Project encompasses civil works and exploration drilling procured through international competitive bidding, together with a programme of consultancy and individual-consultant engagements. Procurement is governed by the CDB Procurement Procedures for Projects Financed by CDB, layered with Grenada's national procurement law, with the relevant Financing Agreement prevailing where the two frameworks conflict.

The Ministry now wishes to engage a Consultant Procurement and Contracts Management Officer (the Procurement Officer) as a full-time member of the GPMU.

2. Objectives

The Procurement Officer will manage all procurement and contract administration under the Project, ensuring that goods, works, and consulting services are procured efficiently, transparently, and in full compliance with the CDB Procurement Procedures for Projects Financed by CDB (January 2021), the Grenada Public Procurement and Disposal of Public Property Act No. 39 of 2014 and its 2015 Regulations, and the terms of the relevant Financing Agreement, which prevails where the frameworks conflict.

3. Scope of Work

The Procurement Officer will:

- a) Prepare, maintain, monitor, and update the Project Procurement Plan, and record all procurement activities and exchanges on the Government of Grenada In-Tend e-procurement platform as required;
- b) Draft, coordinate, and review solicitation documents, including Requests for Expressions of Interest, bidding documents, and Requests for Proposals;
- c) Request CDB no-objection at each stage of the procurement cycle where it is required, and maintain a complete record of no-objection requests and responses;
- d) Prepare General and Specific Procurement Notices and arrange their publication in accordance with the approved Procurement Plan;
- e) Convene and record bid openings, and promptly circulate the minutes to CDB and to bidders as required;
- f) Prepare the forms and documentation for evaluation and selection of consultants, contractors, and suppliers, and support the Bid Evaluation Committee; review evaluation reports for compliance;
- g) Table evaluation reports for approval by the relevant authority under the Grenada procurement framework to permit the award of contracts;

- h) Prepare contract award notifications, letters to unsuccessful bidders, publication of contract awards, and correspondence relating to bid and performance securities;
- i) Prepare responses to procurement complaints as required;
- j) Maintain the Contract Register and the Fixed Assets Register, and ensure that signed contracts are submitted promptly to CDB and to the relevant Government authorities;
- k) Monitor contract delivery against milestones and deliverables, follow up with suppliers and contractors on invoices and progress, and conduct site visits to verify works and services;
- l) Reconcile the Procurement Plan with budget estimates and financial records in coordination with the Accountant General's Office;
- m) Maintain an orderly procurement filing and records system, and provide regular procurement status reporting to the PCGE and to CDB;
- n) Support project close-out, including the return of securities, release of retention, and documentation of lessons learned, and contribute to the Project Completion Report;
- o) Discharge all duties with integrity and confidentiality, and ensure that procurement is carried out with due attention to vulnerable groups, including women, youth, and the elderly.

4. Deliverables

The Procurement Officer will produce:

- a) An updated Procurement Plan, maintained on In-Tend as necessary throughout the assignment;
- b) Solicitation documents (Requests for Expressions of Interest, bidding documents, and Requests for Proposals) as required by the Procurement Plan;
- c) Bid opening minutes and evaluation reports for each procurement activity;
- d) A monthly procurement progress report covering status, achievements, delays, and challenges;
- e) A current Contract Register and Fixed Assets Register;
- f) An end-of-assignment report, including lessons learned and a contribution to the Project Completion Report.

5. Term of Assignment

The Procurement Officer is an individual consultant contract position on a full-time basis. A performance evaluation will be conducted after the first six (6) months of service. The contract is renewable up to a period of two (2) years, subject to satisfactory annual performance reviews. The term may be modified subject to project requirements and availability of funding.

6. Qualifications and Experience

The Procurement Officer should have:

- a) A bachelor's degree in Procurement, Accounting, Finance, Business Administration, Engineering, Law, or a related field, with at least five (5) years of related working experience;
- b) Demonstrated knowledge of and experience in public procurement;
- c) Demonstrated experience in the management of works contracts;
- d) High familiarity with the CDB's procurement guidelines, and familiarity with those of other multilateral development banks;
- e) Excellent written and oral communication skills, and the ability to work effectively across a wide range of stakeholders;
- f) High standards of integrity, transparency, and accountability.

7. Location

The duty station is Grenada. The Ministry's offices are located in St George's, and the project exploration drilling sites are located in St John and St Patrick parishes. The Procurement Officer is expected to have a suitable vehicle for execution of project duties.

8. Reporting

The Procurement Officer will be a member of the GPMU team, reporting to the Project Coordinator Geothermal Energy, and will work closely with the project team, contractors, consultants, the Central Procurement Unit, the Accountant General's Office, and the CDB as required. The Procurement Officer must have no conflict of interest and must not be affiliated with any entity that is providing, or seeking to provide, goods, works, or services to the Project. All reports and underlying data produced under this assignment are the property of the Government of Grenada.