



Co-operative Republic of Guyana
MINISTRY OF AGRICULTURE
Guyana Coastal Adaptation and Resilience Project (CAREs)

VACANCY- PROCUREMENT OFFICER

The Co-operative Government of Guyana (GoG) is implementing the Guyana Coastal Adaptation and Resilience Project (hereafter 'the project') with US\$45 million from the Guyana REDD+ Investment Fund (GRIF), with the World Bank serving as the implementing partner. The project seeks to enhance climate adaptation and reduce flood risk in urban, semi-urban and rural areas in the coastal plain of Guyana. The project supports the GoG in improving the resilience against flooding in coastal Regions 4, 5, 6 and parts of Region 3.

The project development objective is to enhance climate adaptation and reduce flood risk in urban and rural areas in the coastal plain of Guyana.

Scope of Work

The Procurement Officer (PO) will ensure that all procurement for the Project will be carried out in accordance with the WB guidelines, the provisions stipulated in the Legal Agreement and in this Operations Manual. The PO will work in close cooperation with the Project Coordinator and the representatives of the beneficiaries, and will be responsible for:

- ensuring the integrity of the procurement processes of all goods and services required for the project;
- interacting with the line ministries and technical officers, for coordination of the preparation of Terms of Reference for Consultants and technical specifications for goods and works;
- providing support in preparation and issuance of Standard Procurement Documents (SPD), Request for Proposals (RFP), and Expressions of Interest including standardized Forms to be used for International and Local Shopping, Direct Contracting, etc.;
- ensuring timely publication of the General Procurement Notices (GPN) and any necessary updates, Specific Procurement Notices (SPN), and Expression of Interest (EoI) when required;
- providing support in the development of the short lists of consultants and contractors where necessary
- following-up with the short-listed consultants within 10 days of RFP dispatch to ensure their participation in the procurement exercise;
- interacting with all stakeholders and providing support in preparation and update of the Project's annual Procurement Plan and any update required during project implementation;
- uploading the Procurement Plan in the Systematic Tracking of Exchanges in Procurement (STEP) and sending all requests for No Objection. to the Project Coordinator. Once cleared submit the requests for N.O. through the STEP system;
- maintaining the Register of qualified suppliers and consultants and ensuring periodic update of the Register;
- coordinating the response to the inquiries, and where necessary communicating the results of the evaluation process to the bidders, following the provisions of the Procurement Regulations;
- when procurement actions require WB "no objection", coordinating the dispatch of procurement documents to WB, monitoring WB response time on issuing "no Objections" at different levels of the procurement process and following up accordingly;
- monitoring and ensuring timely responses to procurement questions and clarifications raised by WB;
- conducting any pre-tender meetings or site visits when needed;
- assisting in the coordination of the Evaluation Committee meetings, including any pre-bid meeting, bid opening session, and assume the role of the Committee's secretary if required in recording the minutes of the meetings;
- preparing the minutes of the Evaluation Committee meetings, and assisting NPTAB for bidding and evaluation purposes as required;
- coordinating arrangements for the negotiation process for consultants, where necessary;
- providing support in preparation of the final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Line Ministries, Accounts Department, Technical Officers, Consultants, Suppliers, and WB);
- monitoring the performance of contractors and consultants, and the timely delivery of monthly status reports and completion of contracted works, goods and services;
- monitoring the receipt of the Suppliers and Consultants invoices and ensure the request does not exceed the contract allowance;
- where required payments exceed the contract amount, verifying the validity of the invoice, and preparing a request for "no objection" from WB for extension of supplies or services;
- maintaining the performance monitoring database for all suppliers and consultants;
- maintaining and updating the project's procurement filing system, and ensure timely input of all relevant documents in their respective files;
- providing intensive procurement training program for national staff appointed for implementation of the project, as needed; and
- carrying out any other periodic duties that may be assigned by the Project Coordinator.

The detailed Terms of Reference (TOR) for the services can be obtained at the address given below.

Applications with detailed Curriculum Vitae should be submitted no later than 16:00hrs on Monday, October 14, 2024 at the address below or via email. Applications should be clearly marked PROCUREMENT OFFICER on the envelope or the email subject

Address (1)

Attn: Ms. Camanee Narine,
Senior Procurement Officer,
Ministry of Agriculture
Procurement Department
Regent Street, Georgetown, Guyana Tel: (592) 225-5005
[E-mail: cmarine20@gmail.com](mailto:cmarine20@gmail.com).