



**GY-L1066: Energy Matrix Diversification and Institutional Strengthening of the
Department of Energy (EMISDE)**

GUYANA

TERMS OF REFERENCE

PROCUREMENT ASSISTANT

1. General Justification and Objectives:

- 1.1 The Cooperative Republic of Guyana (CRoG) has an important opportunity to convert its abundance of natural resources into sustainable energy. During the past decade, the energy sector has been strategic, and the country has invested in infrastructure and studies that have contributed to its development. The CRoG presents an energy sector that is transitioning to cleaner and greener solutions, a more diversified electricity generation mix and an optimal utilization of indigenous natural resources.
- 1.2 The Inter-American Development Bank (IDB) Group Country Strategy emphasizes the need for improving capacities for planning and governance to address the underlying constraints to growth with critical and transformational infrastructure. Transitioning towards a cleaner energy mix requires critical infrastructure investments to respond to a growing demand and improved capacities to address the challenges of the new scenario where Guyana becomes a regional oil and gas producer.
- 1.3 The Government of the Cooperative Republic of Guyana (GCRoG) has agreed with the IDB to a Program for the Energy Matrix Diversification and Institutional Strengthening of the Department (GY-L1066) that has the objective to support Guyana's evolving energy sector by: investing in sustainable/cleaner energy solutions to diversify the energy matrix in in the Hinterland while contributing to climate change mitigation; investing in the reinforcement of transmission infrastructure to improve reliability and stability of the Demerara Berbice Interconnected System (DBIS) and; developing and strengthening the Department of Energy (DE) to develop a regulatory framework and improve institutional capacity and governance of the Oil and Gas (O&G) Sector.
- 1.4 To this end, the Guyana Power and Light Inc. is looking for a suitable candidate to provide support as the Procurement Assistant, attached to the Program Coordinating Unit:
- 1.5 **Component 2. Reinforcement of Transmission Infrastructure:**
 - 1.5.1 This component will finance reinforcements of the DBIS with upgrade of the New Sophia substation; and rehabilitation of about 5 kilometers of associated transmission line. These

investments will strengthen the reliability of the transmission system, reduce technical losses and facilitate the development of future generation (natural gas or RE).

2.Objective of the Position:

2.1 The objective of the Procurement Assistant is to provide procurement support to the Program Coordinating Unit in the implementation of Component II of the Program related to the reinforcements of the transmission infrastructure in the DBIS, and other Bank or foreign funded programs executed by the PCU. In particular, the consultant will provide support to the Procurement Specialist which will serve to strengthen the Program Coordinating Unit in the effective execution of all procurement aspects of the Program.

3. Scope of Work

The Procurement Assistant will be assigned to the Program Coordinating Unit and will be responsible for the following duties:

1. Assist with the Review of all documentation relating to the project and be informed in particular on the Program Operations Manual, the Loan Contract, the Procurement Plan, Annual Operating Plan. The Procurement Assistant shall undertake work on the project in accordance with the Program Operation Manual (POM) and report to the Procurement Specialist.
2. Assist with coordinating and managing the procurement process for goods and services required for the implementation of Projects within the PCU, including preparation of bidding documents, reviewing evaluation reports to ensure compliance with IDB Policies.
3. Assist with the preparation and execution of annual procurement plans for each project, in accordance with the respective POM and overall implementation plans.
4. Assist with contracting of consultants, drafting of purchase orders, contract signing, administration including verification of payment in accordance with contract terms and conditions.
5. Assist the Procurement Specialist with all procurement activities for works, goods and services in compliance with IDB Policies.
6. Assist in keeping track of all contracts and maintain all documentation to account for all procurement related activities, purchases and distribution of goods, works and services related to the implementation of projects within the PCU.
7. Assist in keeping an updated registry of all procurement related activities, including a list of references to the documents on file.
8. Liaise with PCU's Finance Comptroller regarding financial projections for the projects.
9. Assist with inputs to the Semi-Annual and Annual Reports presented by the PCU.
10. Assist with updating the online Commitment Portal.

11. Undertake any other duties and responsibilities that may be reasonably requested by the Procurement Specialist or Program Coordinator or an authorized officer.

b) The individual is expected to possess the following Core competences:

1. Experience in the execution of procurements for Goods and Works and Consulting and Non-Consulting Services under IDB Policies would be an asset.
2. The ability to work collaboratively in a small, multi-disciplinary team is essential, as is the demonstrated ability to keep abreast of developments in procurement.
3. A strong capability in using MS Office applications is required, particularly MS Excel, MS Word, and procurement software
4. A fair understanding of the Procurement Act of 2003.
5. Must be able to give keen attention to content accuracy and detail.
6. Ability to communicate effectively and persuasively (in English both orally and written).
7. The individual must be trainable and a fast learner

4. Characteristics of the Consultancy:

a) Individual Consultancy

b) **Qualifications and Experience:** Applicant is required to have at least a Diploma in Management or a relevant field from an accredited institution with a minimum of two years experience in Procurement. Experience in procurement under Multilateral Financial Institutions especially the Inter-American Development Bank would be an asset.

c) **Duration:** Duties are to be performed over a period of 12 consecutive months (renewable). Allowance is included for twenty working days [20] annual leave, and observation of national holidays of Guyana.

d) **Hours of Work:** The regular hours of work shall be 08:00hrs to 17:00hrs Monday to Friday, with a daily luncheon interval of one(1) hour, whenever taken but usually 12:00 to 13:00hrs. When required, the individual is expected to work outside the normal hours of work, without additional compensation to get the job done.

d) **Place of Work:** Program Coordinating Unit, GPL, Georgetown.

e) **Eligibility:** The individual must be from a recognized Bank Member country.

f) **Language:** All communication and reports will be done in English.

5. Deliverables

The Procurement Assistant will complete the following:

- a) Brief Monthly Progress Reports: this report will outline the status of procurement activities for the previous period.;

- b) Final Report: this report is due three (3) days before the end of the contract, and must include, lessons learned and recommendations for improvement.

6. Remuneration/Payment Schedule

The payment schedule will be done monthly against a brief monthly progress report, submitted through the Procurement Specialist and approved by the Program Coordinator, PCU. The payment amount will be agreed with GPL and the consultant commensurable with his/her qualifications and experience. No reimbursements will be provided.

7. Coordination

The Procurement Assistant will report to the Procurement Specialist and shall work in close coordination with the staff of the PCU and GPL.