

GOVERNMENT OF THE COMMONWEALTH OF DOMINICA
MINISTRY OF AGRICULTURE, FISHERIES, BLUE AND GREEN ECONOMY
AND
MINISTRY OF ENVIRONMENT, RURAL MODERISATION, KALINAGO
UPLIFTMENT AND CONSTITUENCY EMPOWERMENT
Leveraging Eco-Tourism for Biodiversity Protection in Dominica (LETBP)

TERMS OF REFERENCE

Position title	Procurement Specialist
Location	Remote
Duration	12 months
Procurement Plan ID	DM-MOERMKU-455393-CS-INDV
Tentative Start Date	November/December 2024

I. Background

The Government of the Commonwealth of Dominica has received the grant funding from the Global Environment Facility (GEF), the world's largest funder of biodiversity protection, nature restoration, pollution reduction, and climate change, for the implementation of the project “*Leveraging Eco-tourism for Biodiversity Protection in Dominica*” (LETBP). GEF financing is channelled through the World Bank, as a GEF ‘implementing agency’. As such, LETBP is being implemented alongside other World Bank financed operations in Dominica, namely Emergency Agricultural Livelihoods and Climate Resilience Project (EALCRP).

The EALCRP is part of an overall developmental partnership initiative supporting medium and long-term recovery in Dominica after the devastating effects of Hurricane Maria, while LETBP focuses on leveraging Dominica’s natural environment as a driver of economic resilience, in line with the National Biodiversity Strategy and Action Plan 2014-2020 and the National Resilience Development Strategy 2020-2030. This overall program of support complements and is aligned with other development partner initiatives and fills critical gaps for agricultural development and biodiversity conservation.

A Project Implementation Unit (PIU) established within the Ministry of Agriculture, Fisheries, Blue and Green Economy (MAFBGE) coordinates the day-to-day management and execution of the EALCRP and will also support the administration of the LETBP project in joint execution with the Ministry of Environment, Rural Modernisation, Kalinago Upliftment and Constituency Empowerment (MERMKUCE). The PIU works in close coordination with the Central Services Unit (CSU), under the Climate Resilience Execution Agency of Dominica (CREAD), which supports on procurement, social and environmental risk management, and financial management, and serves as a shared resource for all World Bank financed project in Dominica.

II. Project Description

Leveraging Eco-tourism for Biodiversity Protection in Dominica (LETBP)

The LETBP project aims to coordinate and optimize the Government's approach to Protected Areas (PAs) management and forest systems and support the Government in its efforts to conserve biodiversity as part of its pursuit to establish Dominica as an eco-tourism destination. This will be achieved by improving regulation and enforcement of its natural capital, and by improving the Government's capacity to manage PAs in line with international best practice to simultaneously promote biodiversity conservation and economic development. The project consists of three components each addressing key pillars for eco-tourism and biodiversity protection and mutually supporting the overall Project Development Objective "*to improve management of Dominica's three national parks and the Waitukubuli National Trail*".

Key barriers identified to be addressed through the project implementation include (a) a limited integration of PAs planning and management into national key development processes (land-use planning, agriculture, forestry management, etc.); (b) a lack of awareness at the decision-making level of the value of the country's biodiversity; and (c) insufficient baseline data, weak monitoring capacities, and information needed to measure threats at the ecosystem level. Project components set out policy, investment, and capacity building and awareness raising interventions to promote conservation through the development opportunities provided by nature-based tourism, in pursuit of the Project Development Objective and Dominica's National Biodiversity Objective.

The first component (*Protected Areas Planning*) will support strengthening the institutional framework for PAs planning and management for three national parks (The Morne Trois Pitons National Park, The Morne Diablotin National Park and The Cabrits National Park) and the Waitukubuli trail network. This component will also assist in improving national and local capacities for PA monitoring and management through a strong stakeholder engagement approach and will include a thorough assessment on the role and value of ecosystem services as well the impact of Invasive Alien Species (IAS). The second component (*Biodiversity and Sustainable Ecotourism Operations*) will enhance the physical and institutional environment for the protection of biodiversity through the sustainable use of landscapes along the Waitukubuli National Trail (WNT) and in the three National Parks. This component will also improve financial management and visitor management which will greatly contribute to revenue mobilization, increased visitor experience and promotion efforts. The third component (*Sustainable Livelihoods*) will support enhanced opportunities for sustainable livelihoods for the Kalinago Community along the Waitukubuli National Trail and the areas surrounding PAs to engage in and benefit from Dominica's nature-based tourism sector. This will be accomplished through investment in sustainable land use and through the preservation and inter-generational transfer of traditional Kalinago knowledge and livelihood training to better integrate in tourism value chains.

The project will strengthen biodiversity protection, financial management and build capacity for the national parks and the national trail system personnel, as well as local communities. The direct project beneficiaries include communities and their members in targeted landscapes, farmers, tour guides, entrepreneurs, small and medium enterprises (SMEs) and community-based organizations (CBOs). Women, including within the Kalinago Community, bear the heavy burden of ensuring the livelihood sustainability of rural households and as of such are expected to benefit significantly. Benefits are expected to include improved access to skills training for business development, finance and markets, improved local governance, and subsequently more profitable community- or individually- owned businesses and increased household income, all while promoting conservation of Dominica's rich biodiversity endowment.

III. Objective of Assignment

The primary objective of this consultancy is to ensure the efficient and transparent management of all procurement functions under the Global Environment Facility (GEF)-funded project "Leveraging Eco-Tourism for Biodiversity Protection in Dominica" (LETBP). The Procurement Specialist will provide strategic leadership in managing procurement activities across all project components in compliance with the World Bank Procurement Regulations¹ and national guidelines, ensuring timely delivery of project resources.

Efficient procurement implementation is paramount, so the Procurement Specialist is required to address any delays with the Project Manager proactively and pragmatically.

IV. Specific Objectives:

1. Strategic Procurement Leadership: Provide overall direction and leadership in managing procurement activities to ensure alignment with project goals, timelines, and compliance with World Bank procurement guidelines.
2. Compliance and Risk Management: Ensure that all procurement activities are in compliance with the World Bank's procurement policies and regulations, and identify procurement-related risks, proposing mitigation measures to avoid delays and inefficiencies.
3. Stakeholder Coordination: Facilitate communication and coordination with project stakeholders, including ministries, the World Bank, and suppliers, to ensure smooth procurement operations and resolve any procurement-related issues that arise.
4. Procurement Process Optimization: Drive the continuous improvement of procurement processes by implementing best practices, leveraging the World Bank's Systematic Tracking of Exchanges in Procurement (STEP), and ensuring that all procurement activities are efficient, transparent, and meet project objectives.

¹ <https://thedocs.worldbank.org/en/doc/178331533065871195-0290022020/original/ProcurementRegulations.pdf>

5. Reporting and Monitoring: Oversee the accurate and timely reporting of procurement activities and outcomes to both the Project Implementation Unit (PIU) and the World Bank, ensuring that all relevant procurement data is correctly captured and monitored.

V. Key Responsibilities

To achieve the above objectives, the Procurement Specialist is required to undertake the following tasks:

1. Procurement Planning and Strategy:

- Develop and regularly update the project's Procurement Plan in alignment with the World Bank's Procurement Regulations and the project's Procurement Strategy for Development (PPSD).
- Ensure the procurement plan is integrated into the World Bank's STEP (Systematic Tracking of Exchanges in Procurement) system and that all updates are submitted in a timely and accurate manner.

2. Procurement Process Management:

- Manage the entire procurement process for goods, works, and consulting/non-consulting services, ensuring compliance with World Bank procedures.
- Oversee the preparation of technical specifications, Terms of Reference (ToRs), and bidding documents in collaboration with the project's technical team.
- Ensure competitive and transparent selection and bidding processes, including pre-qualification of bidders where necessary.
- Facilitate the preparation and issuance of procurement documents, including Procurement Notices, Requests for Expressions of Interest (REOI), Requests for Proposals (RFP), Invitations to Quote (ITQ), and other procurement documentation.

3. Bid Evaluation and Contract Management:

- Coordinate and oversee bid opening and evaluation processes, ensuring adherence to World Bank procurement guidelines.
- Prepare evaluation reports, contract award recommendations, and other required documents for review and approval by the relevant authorities and the World Bank.

- Lead negotiations with selected suppliers/contractors/consultants and ensure the execution of contracts in accordance with procurement regulations.
 - Monitor vendor performance, ensuring that quality and delivery timelines are met, and resolve any performance-related issues in coordination with the technical team.
- 4. Risk Management:**
- Identify and assess procurement-related risks throughout the project lifecycle and propose mitigation measures to minimize delays, cost overruns, and inefficiencies.
 - Proactively address and resolve any procurement challenges in consultation with the Project Manager and the World Bank.
- 5. Sustainable Procurement Practices:**
- Ensure the integration of sustainable procurement principles, especially for goods and services impacting biodiversity and the environment, in line with World Bank sustainable procurement guidelines.
- 6. Procurement Monitoring and Reporting:**
- Develop and maintain a procurement monitoring system that tracks progress on all procurement activities.
 - Regularly update procurement records in STEP and prepare monthly and quarterly procurement reports, highlighting key activities, risks, and vendor performance.
 - Ensure that procurement documentation is well-organized and accessible for audits and review by internal and external stakeholders, including the World Bank.
- 7. Stakeholder Engagement and Coordination:**
- Coordinate with the Project Implementation Unit (PIU), technical teams, the World Bank, and other relevant stakeholders to ensure smooth and effective procurement operations.
 - Respond to procurement-related inquiries from bidders and facilitate any clarifications required during the procurement process.

VI. Qualifications and Experience Required

Qualifications and Experience

1. A Bachelor's 's degree or higher (e.g. Procurement, International development, Environment, Project Management, Finance, or Information Technology).
2. Minimum of 5 years' experience in carrying out technical duties in public procurement or Donor/ financed project procurement.
3. Experience with procurement systems, practices, and agencies.
4. Substantial experience and demonstrated ability in the development and/or review of procurement documents for all categories of procurement (good, works, services), including bidding documents, evaluation reports, and contracts.
5. Experience with World Bank procurement procedures and utilizing the World Bank's system STEP - Systematic Tracking of Exchanges in Procurement is a plus.
6. Knowledge of the concepts, principles and practices which govern international procurement, the contracting of consultant services, technical specifications in design, engineering and construction of facilities, the development of public procurement policies, etc.

Skills

1. Excellent interpersonal and communication skills.
2. Ability to meet deadlines and prioritize multiple tasks.
3. Strong teamwork skills and the ability to understand team needs and develop ideas to meet the assignment objectives.
4. Competence in using computer software, especially Microsoft Office suite.
5. Fluency in written and spoken English is required.

VII. Reporting

The Consultant will report on a regular basis to the Project Manager and the Project Implementation Unit (PIU).