



# Terms of Reference

## PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST

STRENGTHENING OF THE SINGLE ELECTRONIC WINDOW FOR TRADE AND BUSINESS FACILITATION

### PROGRAMME DETAILS:

The Strengthening of the Single Electronic Window for Trade and Business Facilitation is an Inter-American Development Bank (IDB) funded programme being executed by the Ministry of Trade and Industry (MTI). The overall objective of this programme is to improve the trade performance and enhance the business competitiveness of Trinidad and Tobago through the strengthening and transformation of the Single Electronic Window (TTBizLink) into a world-class solution based on international standards. The expected outcomes of the programme are enhanced trade performance and competitiveness of Trinidad and Tobago and improved co-ordination and interoperability between government agencies and main international trading partners. The programme is being implemented in three (3) main components, with the following objectives:

**Component 1-** Enhancing and Expanding the Services of the Single Electronic Window - This component will focus on upgrading the current TTBizLink to international best practices.

**Component 2-** Enhancing the Interoperability of TTBizLink - This component will facilitate the exchange and analysis of data between TTBizLink and the information systems of key stakeholders as well as the information systems of strategic trading partners of Trinidad & Tobago.

**Component 3-** Modernizing the Legal, Institutional Framework for International Trade and Institutional Governance of the TTBizLink - This component will address the deficiencies in the legal and regulatory framework and strengthen the institutional governance of the TTBizLink.

### DUTIES AND RESPONSIBILITIES

The incumbent is responsible for leading the procurement function and overseeing all aspects of purchasing, negotiations, strategy, tool and process implementation for procurement related activities of the Project. The following are specific responsibilities:

- Preparing the Annual Procurement plans and the procurement of goods, works, services and consulting services for the projects; and regular updates of the plan;
- Preparing bidding documents, terms of references, technical specifications, and all relevant documents required for the procurement of goods, works, services and consulting services for the projects;
- Identifying and screening procurement suppliers;

- Developing the Project Implementation Unit's (PIU's) procurement policy and strategies in conformance with established procurement procedures of the Central Government, the MTI and the IDB;
- Providing advice and guidance on interpretation of procurement policy to members of the PIU Team;
- Establishing and maintaining appropriate systems for Contract Administration in consultation with the Programme Manager and Financial Specialist;
- Meeting with contractor on a regular basis to monitor contractor activity, review progress and identify problem areas;
- Developing and preparing regular reports on the status of contracts;
- Maintaining a computer database for the contract management system;
- Ensuring all contractual obligations are fulfilled.

### QUALIFICATIONS AND EXPERIENCE

- A Post graduate qualification in Social Sciences
- A Bachelor's Degree in Business Administration, Management, Purchasing, Accounting or any related field.
- Certificate in Procurement and Supply Operations
- Practical experience in Project Implementation
- A minimum of 4-7 years of experience in procurement and contract management.  
(This should include experience in working with International Funding Organisations such as the Inter-American Development Bank)

### CORE COMPETENCIES AND SKILLS

- Knowledge of procurement law, regulations, practices and procedures in Trinidad and Tobago;
- Excellent supplier management skills including demonstrated ability to develop and manage business driven supplier relationships;
- Ability to prioritize projects, sound decision making abilities, and good customer service and communication skills;
- Excellent negotiation skills;
- Strong interpersonal and analytical skills as well as the ability to work independently with minimal guidance;



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
MINISTRY OF TRADE AND INDUSTRY

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### CONT'D

- Ability to work in a team environment with proven ability to meet deadlines and prioritize work while managing several projects simultaneously;
- Strong organizational skills with attention to detail, and strong foundational knowledge of government contracting;
- Solid computer skills (proficient in Excel spreadsheets, Purchasing and Supply Management software, PowerPoint); and
- Superior oral and written communication skills and in-depth knowledge of auditing and accounting principles. Strong interpersonal skills and sound, objective judgment.

#### **OTHER KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- A working knowledge of Government and the IDB's public procurement processes and procedures;
- Strong relationship building, negotiating and influencing skills as evidenced by recent experience of working with international agencies, private sector institutions and Government ministries in the development and implementation of procurement strategies, policies and initiatives;
- Ability to handle multiple projects/tasks within tight timelines;
- Sound knowledge of Public Sector Financial rules, regulations, procedures and procurement policies.

#### **REPORTING**

The Procurement and Contract Management Specialist will be reporting to the Programme Manager. Additionally, the incumbent will be required to meet with representatives from the IDB Unit or Designate, and the Director, Strategy, Business Facilitation and Programme Management at the Ministry of Trade and Industry at regular intervals.

#### **WORKING LANGUAGE**

The working language shall be English.

#### **LOCATION OF ASSIGNMENT**

The Procurement and Contract Management Specialist shall work from the Ministry of Trade and Industry or as otherwise advised by the Permanent Secretary of the Ministry of Trade and Industry. The Incumbent shall also be expected to provide no less than forty hours of consulting time per week at the offices of the Ministry of Trade and Industry on an agreed schedule with the Ministry.

Submit your Resumé, giving details of qualifications and experience to:  
**Permanent Secretary, Ministry of Trade and Industry**  
Level 11, Nicholas Tower, 63-65 Independence Square, Port-of-Spain  
Attention: Human Resource Manager

Deadline for receipt of applications:

**Friday 6th October, 2017 by 4:00pm**