

Terms of Reference

Procurement Consultant

Title:	Procurement Consultant
Reporting to:	General Manager – BVI Electricity Corporation (BVIEC)
Location:	British Virgin Islands
Duration:	Part-time (5 Months)

Background

The British Virgin Islands Electricity Corporation Ordinance No. 7 of 1978 was legislated to provide for the establishment of a Statutory Corporation, known as the British Virgin Islands Electricity Corporation. This Ordinance came into effect in January of 1979. The Government of the British Virgin Islands is the sole shareholder of BVIEC which is under the portfolio of the Ministry of Communication and Works. Serving approximately 16,479 customers at the end of May 2023, the company meets the territory's peak demand of approximately 32 MW from eleven (11) of its own diesel-fired generators which have an installed capacity of approximately 58.5 MW.

We are committed to providing the best possible service to our customers, and to aid in the development of the Territory's electrical infrastructure by adequately supplying a reliable and continuous electrical supply to the entire British Virgin Islands population at an affordable cost.

Objective

The objective of this consultancy is to obtain professional procurement advice and assistance in establishing a comprehensive procurement framework in order to enhance our overall performance, operational efficiency, and strategic decision-making processes. The consultant will play a vital role in streamlining BVIEC's procurement function including the drafting of suitable documents, templates, and process flows to ensure the effective functioning of the procurement unit.

Reporting Lines:

The Procurement Consultant will report directly to the General Manager – BVIEC, The Procurement Consultant will liaise with the Deputy General Manager, Financial Controller Chief Financial Officer, and other technical persons at BVIEC to ensure the proper execution of this consultancy.

Key responsibilities:

As the Procurement Consultant responsible for implementing a procurement framework at the BVIEC, you will play a crucial role in establishing an efficient and effective procurement framework that optimizes the company's purchasing processes, mitigates risks, and maximizes value for the BVIEC through:

- i) **Assessing Current Procurement Processes:** Conduct a comprehensive evaluation of the company's existing procurement practices, policies, and procedures. Identify strengths, weaknesses, and areas for improvement within the current framework.
- ii) **Developing a Procurement Strategy:** Based on the assessment, collaborate with key stakeholders to develop a procurement strategy aligned with the corporation's goals and objectives. This strategy should outline the overall approach to procurement, including sourcing methods, supplier selection criteria, and contract management.
- iii) **Designing Procurement Policies and Procedures:** Create and document clear and concise procurement policies and procedures that reflect industry best practices and compliance requirements. These policies should cover various aspects, such as supplier qualification, competitive bidding, contract negotiation, and risk management.
- iv) **Implementing Procurement Systems and Tools:** Identify and implement appropriate procurement systems and tools that enhance efficiency, transparency, and collaboration across the procurement process. This may include supplier performance tracking tools etc.
- v) **Supplier Management:** Develop and implement supplier management processes, including supplier evaluation, performance measurement, and relationship management. Establish guidelines for supplier qualification, selection, and ongoing evaluation to ensure the corporation engages with reliable and responsible suppliers.
- vi) **Compliance and Risk Management:** Ensure that procurement activities comply with relevant laws, regulations, and ethical standards. Develop and implement a robust risk management framework to identify and mitigate potential risks associated with procurement, such as supply chain disruptions, price fluctuations, and contractual non-compliance.
- vii) **Training and Change Management:** Provide training and guidance to procurement personnel and other relevant stakeholders on the newly established procurement framework, policies, and procedures.
- Viii) **Continuous Improvement:** Continuously monitor and evaluate the effectiveness of the implemented procurement framework for the duration of the consultancy. Identify opportunities for improvement, gather feedback from stakeholders, and make necessary adjustments to enhance procurement efficiency, cost-effectiveness, and overall performance.

Deliverables:

The consultant shall present the following products:

- a. Deliverable 1: **Work schedule** to establish the BVIEC Procurement Framework.
- b. Deliverable 2: **Procurement Policies and Procedures:** Well-defined procurement policies and procedures that provide clear guidelines for the procurement processes and procedures to be followed for procurement activities within the corporation, vendor management, ethical standards, and compliance requirements.
- c. Deliverable 3: **Supplier Evaluation and Selection Criteria:** Criteria and methodologies for evaluating and selecting suppliers, including qualification criteria, request for proposal (RFP)/request for quotation (RFQ) templates, evaluation matrices, and guidelines for supplier performance evaluation.
- d. Deliverable 4: **Training Materials:** Training programs, presentations, and materials to educate BVIEC employees on the new procurement framework, policies, procedures, and tools. This includes training sessions on supplier management, strategic sourcing, and compliance.
- e. Deliverable 5: **Risk Management Framework:** A risk management framework that identifies potential procurement-related risks, assesses their impacts, and provides mitigation strategies to minimize risks and ensure compliance.
- f. Deliverable 6: **Final Report:** A final report on the consultancy highlighting the consultant's activities, achievements, challenges, and recommendations for the successful implementation of the procurement framework.

Payment Schedule:

Payments of the contract amount will be made upon delivery and approval by the General Manager – BVIEC of the following documents:

- a) 10% upon submission and approval by the BVIEC of deliverable 1 (approximately 10 working days after contract signing).
- b) 20% upon submission and approval by the BVIEC of deliverable 2.
- c) 20% upon submission and approval by the BVIEC of deliverable 3.
- d) 20% upon submission and approval by the BVIEC of deliverable 4.
- e) 20% upon submission and approval by the BVIEC of deliverable 5.
- f) 10% upon submission and approval by the BVIEC of deliverable 6.

Required qualifications and experience:

Education:

- (i) At least a Bachelor's degree in Supply Chain Management, Procurement, Project Management, Business Administration, Finance, development Studies, Public Policy, or any other relevant field. A Master's degree would be an asset.
- (ii) Professional certifications in procurement and supply chain management, such as Certified Professional in Supply Management (CPSM), Certified Supply Chain Professional (CSCP), Member of the Chartered Institute of Procurement and Supply (MCIPS) or similar credentials, are highly desirable.

Experience:

- (iii) At least fifteen (15) years proven experience as a procurement professional, preferably in the public sector and/or in projects financed by international financial institutions such as the Caribbean Development Bank, World Bank etc.
- (iv) Deep understanding of procurement principles, best practices, and industry standards.
- (v) Familiarity with procurement regulations and compliance requirements.
- (vi) Strong knowledge of strategic sourcing, vendor selection, contract negotiation, and supplier relationship management.
- (vii) Thorough understanding of ethical procurement practices, corporate governance, and regulatory compliance.
- (viii) Ability to thrive in a dynamic and fast-paced environment, adapting to changing priorities and handling multiple procurement initiatives simultaneously.

Languages: Fluency in English is required. Additionally, the candidate must be a good writer, have good interpersonal skills and be able to present and articulate themselves well.

Duration of Contract: Five (5) months part-time.

Execution Arrangements:

- The Procurement Consultant will be required to carry out the duties of this assignment in the BVI.
- The Procurement Consultant should be able to assume duties within one month of contract signing.
- The Procurement Consultant is responsible for all the equipment, communication devices and tools that may be required for the implementation of the assignment. BVIEC will be responsible for providing office space whenever the consultant is in the office.



Evaluation Process:

Candidates/applicants will be reviewed and evaluated based on the required skills and experience stated above with emphasis on:

- Qualifications
- Number of years (at least 15) of relevant experience to undertake the assignment.
- Experience in the BVI and Caribbean region.
- Experience working with international financial institutions' procurement procedures.

Submission of Expressions of Interest:

If you possess the required qualifications and experience, we encourage you to submit your detailed resume and cover letter in a sealed envelope outlining your relevant achievements to the following address no later than **4:00 PM on Friday 14th July 2023** clearly marked with a return address and the subject:

“Expression of Interest: Procurement Consultant”

The General Manager
BVI Electricity Corporation
P.O. Box 268
Road Town, Tortola
British Virgin Islands