

# BARBADOS WATER AUTHORITY

## VACANCY



### PROCUREMENT SPECIALIST – SOUTH COAST WATER RECLAMATION PROJECT (SCWRP)

The Barbados Water Authority (BWA) is seeking to fill the vacant position of **Procurement Specialist – SCWRP**.

#### SCOPE

The Procurement Specialist will report to the Project Coordinator (PC) for the Project. He /she will be responsible for support on all aspects of procurement during the implementation of the Project. The Procurement Specialist shall be assigned exclusively to the project and will be supported by the administrative staff of the PMO as required. The Procurement Specialist duties will include but not be limited to monitoring the procurement aspects of the project.

#### DUTIES AND RESPONSIBILITIES

Provides overall procurement advisory support to the PEU in particular:

- ❖ Executing the overall and day-to-day activities for the procurement of goods, services and works, following the stipulations contained in the POM.
- ❖ Providing support to the Project Coordinator, members of the Project Management Office, and technical and administrative departments of BWA in the preparation of technical specifications and terms of reference for the purchasing/contracting of goods and services and works.
- ❖ Periodically reviewing the planning documents, including the Pluriannual Program Execution Plan (PEP) and Annual Operations Plan (AOP), to correspondingly prepare and update the Procurement Plan (PP).
- ❖ Preparing procurement documents including general procurement notices, specific procurement notices, invitations to bid, requests for Expressions of Interest (EOI), Requests for Proposals (RFP), bidding documents, tender documents, and other, in collaboration with BWA/Project Management Office staff and consultants.
- ❖ Managing the contractor/bidder evaluation processes and supporting the BWA Evaluation and Selection Committee (Procurement), the Program Steering Committee (PSC), and the Finance Sub-Committee of the Board, , as applicable.
- ❖ Contributing to contract management and monitoring through to their completion.
- ❖ Liaising with financial and administrative areas of the Project Management Office to ensure that disbursements are made in accordance with contract performance.
- ❖ Liaising with the Solicitor General's Office and the Special Tenders Committee of the Government Procurement Department directly as well as using the electronic procurement system
- ❖ Periodically reviewing the planning documents, including the Pluriannual Program Execution Plan (PEP) and Annual Operations Plan (AOP), to correspondingly prepare and update the Procurement Plan (PP).Ensuring the presence of the necessary internal control environment to discharge the Program's procurement activities.
- ❖ Contributing to the necessary monitoring by BWA/Project Management Office during the purchase and contract stages, of the receipt of goods and services, the allocation of the assets, and overall contract deliverables.
- ❖ Any other duties as assigned by the Project Coordinator or his designate.

## QUALIFICATIONS

Prospective candidates should a minimum of the following qualifications:

- ❖ A master's degree in Procurement Management, Management, Public Sector Management, Business Administration, or related discipline and a minimum of five (5) years' experience working in procurement,  
or
- ❖ A Degree in Procurement Management, Management, Public Sector Management, Business Administration, or a Professional Procurement Designation and a minimum of eight (8) years' experience working in procurement in large infrastructure projects.
- ❖ Minimum of ten years relevant experience working in a multilateral development bank setting or on multilateral development bank-funded projects, knowledge of IDB procurement policies or similar.
- ❖ Experience working with FIDIC contracts.
- ❖ Completion of certification of the Chartered Institute of Procurement & Supply or related professional procurement certification.

## KNOWLEDGE AND SKILLS

- ❖ Excellent oral and written skills.
- ❖ Strong organizational and time management skills.
- ❖ Effective decision-making skills.
- ❖ Must maintain strict confidentiality in the execution of duties.
- ❖ Computer literacy (working knowledge of all Microsoft Office products) and good familiarity with typical accounting software products.
- ❖ Experience in project management and procurement in infrastructure projects.
- ❖ Working knowledge of procurement policies, practices and procedures of the Government of Barbados would be an asset.
- ❖ Ability to build relationships, motivate and manage junior staff and a strong understanding of the entire project management cycle.
- ❖ Knowledge of public sector rules, guidelines, and procedures would be considered an asset.
- ❖ Working experience in Barbados or the Caribbean would be considered an asset.

## SALARY AND ALLOWANCES

The successful candidate will receive an attractive salary and benefits package based on their qualifications and experience.

Applications with full curriculum details should be emailed to [HR@bwa.gov.bb](mailto:HR@bwa.gov.bb) or addressed to:

**The Director of Human Resources Management and Development Barbados  
Water Authority,  
Pine Commercial Estate,  
The Pine,  
St Michael**

The closing date for receipt of application is **January 27, 2025**.

**Unsuitable applications will not be acknowledged; only shortlisted candidates will be contacted.**

**INTER-AMERICAN DEVELOPMENT BANK and the GOVERNMENT OF BARBADOS**

**BARBADOS CLIMATE RESILIENT SOUTH COAST WATER RECLAMATION  
PROJECT  
(BA-L1063)**

**TERMS OF REFERENCE FOR PROGRAM EXECUTION UNIT (PEU)  
CONSULTANTS**

**Procurement Specialist**

1. The Project

The Government of Barbados has entered into Loan and Grant agreements with the InterAmerican Development Bank (IADB) and the Green Climate Fund (GCF) for the Barbados Climate Resilient South Coast Water Reclamation Project (the Project) to be executed by the Barbados Water Authority (BWA).

The Barbados Water Authority (BWA) is a statutory body which commenced operations on April 1st, 1981. The Barbados Water Authority assesses, controls, protects and monitors water resources. The Authority is responsible for supplying potable water and the provision of wastewater treatment and disposal services. Barbados is rated as the fifteen (15th) water-scarce country in the world and as such the role of the Barbados Water Authority is crucial to the wellbeing of Barbadian citizens and tourists alike.

The Barbados Water Authority is currently engaged in a number of major water and wastewater projects being implemented concurrently. For all projects the BWA manages the components and contracts of the projects along with the conditions for each loan. This is therefore a large undertaking for the Barbados Water Authority.

The general objective of the Project is to enhance Barbados' water supply resilience and reliability with a focus on climate action, environmental sustainability, and food security.

The specific objectives are to:

- (i) diversify Barbados's water supply sources and reduce water insecurity through the reuse of reclaimed wastewater; and
- (ii) strengthen key sector institutions on water resource management, operational efficiency, monitoring, and gender mainstreaming.

The main project components include (the "Program"):

1. Construction of a new South Coast Water Reclamation and Reuse facility.
2. Construction of a reclaimed water pipeline for aquifer recharge and agricultural irrigation.
3. Development of a monitoring and restoration plan for the Graeme Hall Swamp.
4. Construction of a 7 MW Solar Photovoltaic Plant with Battery Energy Storage System.

The BWA is therefore seeking to contract a suitable qualified and experienced person to provide financial services for the Project.

2. Organizational unit responsible for consultancy

The Project Management Office (PMO) of the BWA is responsible for developing, executing and monitoring a number of projects for the BWA and ensuring that the conditions of the loan or grant agreements are met. The PMO also provides technical and administrative support to the projects it is implementing.

3. Scope

The Procurement Specialist will report to the Project Coordinator (PC) for the Project. He / she will be responsible for support on all aspects of procurement during the implementation of the Project. The Procurement Specialist shall be

assigned exclusively to the project and will be supported by the administrative staff of the PMO as required. The Procurement Specialist duties will include but not be limited to monitoring the procurement aspects of the project.

4. Responsibilities. Responsible for providing overall procurement advisory support to the PEU. In particular:

- (a) Executing the overall and day-to-day activities for the procurement of goods, services and works, following the stipulations contained in the Project Operations Manual and in line with the procurement guidelines of the funding agencies of the Project.
- (b) Providing support to the Project Coordinator, the Project Management Office, and technical and administrative departments of BWA in the preparation of technical specifications and terms of reference for the purchasing/contracting of goods, services and works for the Program.
- (c) Preparing procurement documents including general procurement notices, specific procurement notices, invitations to bid, requests for Expressions of Interest (EOI), Requests for Proposals (RFP), bidding documents, tender documents, and other, in collaboration with BWA/Project Management Office staff and consultants.
- (d) Managing the contractor/bidder evaluation processes and supporting the BWA Evaluation and Selection Committee (Procurement), the Program Steering Committee (PSC), and the Finance Sub-Committee of the Board, as applicable.
- (e) Contributing to contract management and monitoring through to their completion from a procurement perspective, including based on information included in bidding documents.
- (f) Liaising with the Solicitor General's Office and the Special Tenders Committee of the Government Procurement Department on ensuring compliance with Barbados procurement legislation, as well as managing procurement processes through the government's electronic procurement system.
- (g) Periodically reviewing the planning documents, including the Pluriannual Program Execution Plan (PEP) and Annual Operations Plan (AOP), to correspondingly prepare and update the Procurement Plan (PP).
- (h) Ensuring the presence of the necessary internal control environment to discharge the Program's procurement activities.
- (i) Contributing to the necessary monitoring by BWA/Project Management Office during the purchase and contract stages, of the receipt of goods and services, the allocation of the assets, and overall contract deliverables.

5. Reporting Line  
Reports to the Project Coordinator.

6. Qualifications  
Prospective candidates should have a minimum of the following qualifications:

- (a) A master's degree in Procurement Management, Management, Public Sector Management, Business Administration, or related discipline and a minimum of five (5) years' experience working in procurement,  
or
- (b) A Degree in Procurement Management, Management, Public Sector Management, Business Administration, or a Professional Procurement Designation and a minimum of eight (8) years' experience working in procurement in large infrastructure projects.
- (c) Minimum of ten years relevant experience working in a multilateral development bank setting or on multilateral development bank-funded projects, knowledge of IDB procurement policies or similar.
- (d) Experience working with FIDIC contracts.
- (e) Completion of certification of the Chartered Institute of Procurement & Supply or related professional procurement certification.

7. Knowledge and Skills:  
(a) Excellent oral and written skills.  
(b) Strong organizational and time management skills.

- (c) Effective decision-making skills.
- (d) Must maintain strict confidentiality in the execution of duties.
- (e) Computer literacy (working knowledge of all Microsoft Office products) and good familiarity with typical accounting software products.
- (f) Experience in project management and procurement in infrastructure projects.
- (g) Working knowledge of procurement policies, practices and procedures of the Government of Barbados would be an asset.
- (h) Ability to build relationships, motivate and manage junior staff and a strong understanding of the entire project management cycle.
- (i) Knowledge of public sector rules, guidelines, and procedures would be considered an asset.
- (j) Working experience in Barbados or the Caribbean would be considered an asset.

8. Characteristics of the Consultancy

Type of Consultancy: Individual Consultancy Service

Duration: To participate in the project for a period of 2 years, with possibility of extension based on performance up to the end of the project implementation period, foreseen for 5 years in total.

Place: Barbados (For Non- Resident Applicants eligibility is applicable for member countries of the InterAmerican Development Bank.)

9. Payments

BA L1063 administrative budget.

Payments to the Consultant will be made monthly subject to negotiations.

10. Evaluation Criteria

The Procurement Specialist will be selected based on the following evaluation criteria:

Criteria	Maximum Score
Qualifications	40
Experience	40
Skills	20
<b>Total</b>	<b>100</b>

11. Submission Details

Interested persons must submit their Curriculum Vitae and cover letter in electronic format to hr@bwa.gov.bb by 4:30 pm on January 27, 2025 to:

Mrs. Allison Kirton- Holder  
 Director Human Resources Management and Development,  
 Barbados Water Authority,  
 Pine Commercial Estate,  
 St. Michael,  
 Barbados

Attention: Mrs. Shelley Parris, Project Manager - Project Management Office