

**Terms of Reference – Procurement Specialist (Full-Time)**  
**Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Program**  
**Procurement Specialist for the Technical Unit at Development Bank of Jamaica**

## **Background**

**1. Jamaica’s fiscal and macroeconomic conditions have improved recently after decades of stagnant or negative growth, high debt to GDP ratio and fiscal deficits.** The Debt to GDP ratio has been reduced from 145% of GDP in 2014 to 104% of GDP in 2019. In addition, Jamaica is experiencing an 11-year low unemployment rate, has improved in terms of the ease of Doing Business and its poverty indicators. However, economic growth was only 1.1% during 2019 and expected to be about 1% in 2020.

**2. In this regard, there is a need for government-targeted activities to promote robust, sustained growth** including policies to facilitate private sector led activities, support for small and medium enterprises (SMEs) and entrepreneurship.

**3. The Ministry of Finance and the Public Service (MoFPS) has requested support to the Inter-American Development Bank (IDB) to create new avenues for growth by Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) in Jamaica.** The IDB programme funding will support Jamaica’s growth and employment objectives by: a) providing support and funding for the development and strengthening of a comprehensive innovation and entrepreneurship ecosystem that builds on the currently existing initiatives; b) providing effective business services to vulnerable entrepreneurs; c) promoting a culture of entrepreneurship and innovation; and d) democratizing access to equity through a set of funds, including venture capital (VC).

**4. The Program is envisioned to promote and democratize access to equity for SMEs with strong potential to grow as well as new promising enterprises** through a Venture Capital (VC) Fund and a Seed Financing (SF) Fund, support for the Innovation Ecosystem by strengthening the network of incubators and accelerators and creating an entrepreneurial mindset through technology transfer and capacity building activities, including generating trust, entrepreneurial mindset and culture.

## **Objective of the Program**

**5. The Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Program is a Conditional Credit Line Investment Projects (CCLIP) operation with the following objective: to improve productivity in Jamaican firms by increasing private sector investment in innovation and, ultimately, growth among startups and MSMEs.** The program will be implemented as four distinct components: (i) Innovation and growth in established MSMEs, (ii) Facilitating growth for scalable startups, (iii) Promoting viable enterprises and (iv) Project Administration and capacity building.

*a. Component 1. Innovation and Growth in Established MSMEs.* This component will target established MSMEs and is geared to promote efficiency and growth through development and adoption of innovation by: (a) promoting the increase of inputs for innovation among treated firms and will finance consulting services to support the potential beneficiaries with the carrying out of business plans for their proposals if required; (b)

promoting the increase of outputs of innovation among treated firms and considers the development of commercial prospection studies and providing matching grants for patenting and (c) promoting adoption of cutting-edge technology among SMEs with a global orientation.

*b. Component II. Facilitating growth for scalable startups.* This component is devoted to young MSMEs that have proven the concept of their business model (they already have proven commercial traction) and need support for acceleration given their potential for scaling up. Support in this context means both financial capital to accelerate operations and scale-up services (outreach to markets, mentoring, governance, etc.). This component is structured in two subcomponents: (a) geared at stimulating the deal-flow of investment ready startups by strengthening the accelerator capacities where scalable startups can be mentored, channeled into new markets and scaled; (b) will allocate resources to establish a venture capital fund and a sidecar fund that will provide equity financing to early stage, scalable and investment-ready startups.

*c. Component III: Promoting viable enterprises.* This component will serve those potential beneficiaries (individual entrepreneurs or MSMEs) at the earliest stage that have potentially successful value propositions and that could become scalable startups. It is structured in three subcomponents: (a) will foster the capabilities of the eco-system to assist entrepreneurs in valuing, transferring and commercializing the technology they have developed; (b) will support the development of a pipeline of viable startups by strengthening current incubators, and providing early stage matching grants for the ideation and business model discovery phase, commercialization and prototyping of entrepreneurs with innovative ideas; (c) will help foster entrepreneurial skills, mindset and culture by financing awards and events. There will be specific awards for distinguished women entrepreneurs. In this component, women's participation will be addressed by targeting potential women entrepreneurs in diffusion, awareness, mentorship programs and networking events.

*d. Component IV. Project administration and capacity building.* The operation will fund program management costs such as auditing, monitoring, supervision, intermediate and final evaluation, and impact evaluation of several components. This component will also finance capacity building activities for the DBJ in the form of specialized advisory services and the set up and development of a specialized information management system that will support data collection for monitoring and evaluation, as well as digitalize the eligibility and selection processes for the different calls.

## **Objective of Procurement Specialist Assignment**

**6. The DBJ is seeking a full-time Procurement Specialist for the Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Program's Technical Unit.** The main objectives of the Specialist's assignment are to provide the requisite procurement advice and support to the DBJ to enable it to carry out its mandate to effectively manage the BIGEE program. The Specialist will assist in establishing the procurement procedures of the DBJ in accordance with both IDB and Government of Jamaica guidelines, preparation of bidding documents, ensuring bidding procedures and evaluation mechanisms are intact, representing the Unit in prequalification and tender evaluation committees. He/she will assist in managing policies for DBJ's project tendering, evaluation, award and contract management.

## Scope of Work

### **7. Under the supervision of the Programme Manager of the TU, the Procurement Specialist is expected to perform the following tasks:**

- Review and be familiar with the Bank's guidance to conduct project procurement
- Develop the TU's procurement policy and strategies in conformity with established procurement procedures of the Central Government, the DBJ and the IDB
- Prepare, in consultation with the Program Manager, the procurement plan during the project preparation phase
- Ensure that all procurement under the program is done in accordance with IDB's regulations for procurement as well as within the Government of Jamaica's procurement regulations
- Prepare and monitor an overall procurement plan for all the goods and services to be purchased under the Program, specifying allocation of tasks and responsibilities at each stage of the procurement process and to update this procurement plan periodically as may be required from time to time
- Prepare and update the annual procurement plan and procure goods and services
- Verify that all proposed purchases are eligible for financing under the Project and confirm the appropriate method to procure goods and services for each contract
- Ascertain that adequate budgetary allocations are in place to cover the respective procurements and thus ensure timely and effective project implementation
- Prepare bidding documents, terms of reference and relevant procurement documents required for the procurement of goods, works, services and consulting services
- Identify and screen procurement suppliers
- Provide advice and guidance on interpretation of procurement policy to members of the TU's team
- Provide assistance in drafting the legal agreements between the DBJ and the beneficiaries
- Develop and prepare regular reports on the status of contracts
- Maintain the computer database for the contract management system
- Hire consultants to conduct the intermediate and final evaluations of the program
- Ensure all contractual obligations are fulfilled
- Perform any other related duties assigned by the Program Manager

## Qualifications

### **8. The Procurement Specialist is expected to meet the following qualifications:**

- A minimum of a first degree in a relevant field. Master degree or equivalent in one or more of the following areas: government affairs, engineering, law, business administration, international development or a related science will be an added advantage
- A minimum of 5 years' relevant experience; experience in the public service and with donor funded projects is preferable
- Demonstrated knowledge of and experience with the international commercial practices and the Procurement Regulations of the IDB and the Government of Jamaica

- Ability and willingness to work with Bank staff, particularly those working in the field of public procurement
- Excellent analytical, report writing skills and must be computer literate
- Capacity to work under pressure and meet tight schedules under minimum supervision
- Excellent communication and interpersonal skills and able to work in a team
- All experience and knowledge can be demonstrated through contracts, letter of conformity or any equivalent

### **Expected Deliverables**

**9. The Procurement Specialist is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the TU's Program Manager.** Quarterly key performance indicators will be set annually for the Procurement Specialist by TU's Program Manager, against which deliverables will be measured during the course of the assignment.

### **Reporting Mechanisms**

**10. The Procurement Specialist will report to TU's Program Manager for day-to-day activities.** However, the Procurement Specialist will liaise with IDB's staff assigned to contribute to the Program.

### **Contract Duration and Rate**

**11. The Contract will last for 1 year** and will require full-time work on the program.

### **Indicative Payment Terms**

**12. This is a monthly-based contract** where the Procurement Specialist shall be paid an agreed monthly salary based on satisfactory performance.

### **Location**

**13. The consultancy service will be executed in Kingston.** The DBJ will ensure to put in place the working space, office equipment, and communication facilities for the Procurement Specialist.