



Government of Saint Lucia

Department of Education and Digital Transformation

OECS Skills and Innovation Project

Terms of Reference for

GMU Procurement Officer

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I. Introduction

The World Bank's Board has approved US\$36 million to Grenada, Saint Lucia and the OECS Commission from the International Development Association (IDA) of the World Bank Group to finance the OECS Skills and Innovation Project (SKIP). Each participating country will receive funding in the amount of US\$15 million credit while the OECS Commission will receive an IDA grant in the amount of US\$6 million.

The OECS Skills and Innovation Project will provide for investments in post-secondary education to promote transversal and advanced technical skills among youth while strengthening regional cooperation in post-secondary education. Over the next six years, the project will benefit 40,000 youth (18 to 34 years of age) who are currently enrolled or will enroll in post-secondary institutions in the OECS region, and who will benefit from regional interventions to foster collaboration in the post-secondary education space. In addition, youth will benefit from the project's provision of (i) new tools to assess priority skills and support teachers in such skills development and (ii) industry linkages that also benefit 120 collaborating entrepreneurs and firms in academia-industry innovation projects to be undertaken through grant-financing.

Under Component 2.3, the project will foster collaborative innovation within Organization of Eastern Caribbean States (OECS) Member states. In Saint Lucia, the Innovation Division (ID) which forms part of the Department of Education and Digital Transformation (DOE) is a key stakeholder in the management of the Skills and Innovation Competitive Matching Grants Program (SKIMGP) given its technical mandate and authority in innovation facilitation.

The SKIMGP aims to stimulate innovation-led growth by providing competitive matching grants to collaborative innovation projects involving students, entrepreneurs, faculty, and private company partners.

The Innovation Division currently operates with limited staffing which may adversely impact its capacity to directly and effectively fulfill its mandate, which includes the management of the SKIMGP. To address this gap, through the OECS SKIP Saint Lucia, a Grants Management Unit (GMU) is being established to support the Innovation Division in the management of the SKIMGP executed under this project. Under the SKIMGP, fifty-five (55) individual grants and six (6) consortia grants are to be issued in Saint Lucia, over a three-year period.

The GMU is tasked with managing the technical and programmatic aspects of the program, including outreach, proposal solicitation, evaluation, contracting, monitoring, and learning. The GMU will leverage the project management expertise of the Project Implementation Unit (PIU) of the OECS SKIP through a hybrid arrangement that blends the capability resident within the PIU with onboarded grant management expertise. Through this hybrid approach the GMU will report to the PIU's Project Manager (PM) for fiduciary matters and to the ID Director for technical matters. The PIU retains fiduciary responsibility for procurement, financial management, and overall management of the grants facility under the OECS SKIP (Saint Lucia). The GMU will be led by a Grants Management Coordinator (GMC), who reports directly and is accountable to the Director of the ID, but who is advised by the PIU's Innovation and Entrepreneurship Specialist (IES) to ensure GMU operations are aligned with PIU outcomes. This hybrid model is therefore directly facilitated by the IES who will serve as a special liaison providing a strategic bridge between the GMU and the PIU to ensure operational alignment, coordination and effective communication across both units. In this role, the IES,

already established within the PIU will facilitate cooperation, ensure seamless collaborations and translate PIU priorities into coordinated action. As a long-term strategic vision and in the interest of sustainability of project outcomes, it is the intention of the Government of Saint Lucia (GOSL) to house the GMU completely within the Innovation Division at the close of the OECS SKIP (Saint Lucia).

In establishing the GMU, the Department of Education seeks to engage a **Procurement Officer for the Grants Management Unit**.

II. Objectives of Assignment

The Procurement Officer will be responsible for overseeing all procurement processes and activities related to the procurement of goods and services under the SKIMGP, ensure the expeditious procurement and delivery of inputs for individual and consortia projects as well as the disbursement of grant funds assigned for innovation inputs for the effective implementation of each innovation project under the SKIMGP. The Procurement Officer shall ensure compliance with national procurement regulations and World Bank guidelines.

III. Terms of Assignment

The Procurement Officer will work closely with the Procurement Specialist of the OECS SKIP for technical guidance. The officer can also expect to interface regularly with other GMU, ID and PIU staff as well as other relevant stakeholders such as the grantees, post-secondary institutions and private firms. This is a full-time consultancy based in Saint Lucia. The salary and benefits assigned to this post will be consistent with the level of responsibility envisaged and within the scope of the Government of Saint Lucia's salary scale. This post does not include relocation allowance.

IV. Scope of Work

The Procurement Officer shall ensure compliance with national procurement regulations and World Bank guidelines. The Procurement Officer will work under the technical guidance of the PIU's Procurement Specialist. Specifically, the Procurement Officer shall:

1. Under the supervision of the Procurement Specialist, prepare procurement documentation in line with approved grant budgets and World bank procurement guidelines.
2. Collaborate with the Procurement Specialist to provide training and orientation to grantees on procurement procedures as defined in the Regional Grants Manual (RGM).
3. Guide grantees in preparing procurement submissions in accordance with approved grant budgets and the RGM.
4. Review procurement requests for completeness, accuracy, and compliance with the RGM and applicable policies of the DOE.
5. Assist the PIU Procurement Specialist in maintaining and updating the procurement plan associated with the SKIMGP, including the timely use of Systematic Tracking of Exchanges in Procurement (STEP).
6. Maintain procurement records and track status of requests to ensure timely delivery of goods and services to individual and consortia grantees.

7. Support monitoring of contract performance and compliance.
8. Prepare procurement progress reports for the PIU and GMU.
9. Contribute to the preparation of other Project reports, and other relevant project reports, and ensuring timely submission to the PIU and relevant stakeholders.
10. Support the Innovation BDS Officers with regular, detailed, and clear communication to grantees to ensure timely and efficient submissions of procurement-related documents.
11. Participate in all training facilitated by the World Bank or the PIU.
12. Perform other duties within the scope of the SKIMGP, as delineated in the RGM and as assigned by the PIU Procurement Specialist, in collaboration with the Grants Management Coordinator (GMC).

V. Minimum Required Qualifications and Experience

- Bachelor's degree in Business Administration, Management, Procurement, Supply Chain Management Accounting, or a related field.
- Minimum of three (3) years' experience in procurement.
- Minimum of three (3) years' experience in public procurement or donor funded projects.
- Minimum of three (3) years' experience in facilitating capacity development sessions in procurement.

Competencies:

- Ability to work under pressure and meet tight deadlines.
- Strong organizational skills and detail oriented.
- Excellent oral and written communication skills.
- Proficiency with Microsoft application tools and other related procurement software.

The following would be an asset:

- Certification or graduate diploma in procurement.
- Experience with procurement within a competitive grants programme.
- Experience in administering capacity development training on procurement procedures.

VI. Duration

This full-time position is established for the duration of the OECS SKIP, expected to be completed by December 2029. The contract will be issued for an initial period of twelve (12) months and may be renewed annually based on satisfactory performance.

VII. Work Location

The Consultant will be assigned a workstation at the Project Implementation Unit and will participate in all grant-related meetings, as required. The Consultant will undertake external activities, site visits, or consultations with relevant stakeholders/agencies where necessary to assess procurement needs or review the status of goods services procured.

VIII. Reporting Arrangements

The Procurement Officer will report to the Project Manager of the OECS SKIP, through the Procurement Specialist to the Project Implementation Unit. The Officer will also work closely with the Grants Management Coordinator on all procurement activities.