PUBLIC PROCUREMENT BOARD MEMBERSHIP
TERMS OF REFERENCE (ToR)

The Government of Montserrat, is seeking applications for the services of one (1) individual residing on Montserrat to fill the capacity as a Public Procurement Board member.

1.0 BACKGROUND

The Public Finance (Management & Accountability) Procurement Regulations 2019 makes provision for the appointment of a Public Procurement Board under Part three (3) Section 15 (Establishment and meetings of Procurement Board).

1) There is an established Procurement Board whose responsibilities are shown below in 2.0.

2) The Procurement Board consists of -:

   a) The Deputy Financial Secretary, who shall be an ex-officio member and Chairperson of the Procurement Board; and
   b) Five (5) other members appointed by the Honourable Deputy Governor as follows-
      i. A public officer with experience in development policy;
      ii. A person with at least five (5) years' legal experience;
      iii. A person with at least five (5) years' experience in finance or public auditing;
      iv. A person who has shown competence in business or administration; and
      v. a person not in active practice who possesses technical expertise in engineering, architecture or other similar or relevant technical field.

3) In the absence of the Chairperson from a meeting of the Procurement Board, the members present may elect another member to chair that meeting.

4) A Head of a Department, Director, representative of a donor agency or a designated representative of a procuring entity may attend meetings of the Procurement Board when matters concerning the relevant procuring entity are being considered but is not entitled to vote.

5) The Procurement Board may co-opt a person with the relevant technical expertise to assist the Procurement Board in the performance of its functions.

6) A member of the Procurement Board other than the Deputy Financial Secretary holds office for maximum period of three (3) years and is eligible for reappointment.

7) The Chairperson or a person elected under sub-regulation three (3) and two (2) other members, constitute a quorum at a meeting of the Procurement Board.

2.0 SCOPE OF SERVICE

The main responsibilities of the Public Procurement Board are as follows:

1) The Public Procurement Board is responsible for supervising and giving advice to a procuring entity (Ministries/Departments) in the procurement of a Good, Service or Construction with a value exceeding seventy-five thousand dollars (EC$75,000.00).

2) Review and Approve the members who sits on the Evaluation Panel presented by Ministries/Departments.

3) They make the final decision of an award for a tender after receiving the Evaluation Report from the Evaluation Panel chosen.

4) Review and Approve the Annual Procurement Plans from Ministries/Departments.

5) Review and Approve Procurement Rules and Regulations presented by Statutory Bodies/Ministries and Departments.

6) Maintain efficient record keeping and quality assurance systems.

7) Determine Forms of Documents for Procurement.

8) Report annually to the Minister and Financial Secretary on the effectiveness of the procurement process recommending any amendments to the Regulations for improvement of procurement.

9) Approve the suspension or debarment of a supplier from the Procurement process.

3.0 DURATION

The member will be contracted for a period of three (3) years commencing **July 2025**.

4.0 EXPERTISE REQUIRED, QUALIFICATIONS AND EXPERIENCE

1. Background knowledge of Finance/Public Auditing or a strongly related field, supported by at least five (5) years' experience working within this capacity;

2. Has proven competence in Financial Management;

3. A person who is strongly committed to team exertion and operates in a confidential manner;

4. Excellent ability to plan and deliver outcomes within the agreed timeframes.

5.0 REPORTING

The successful individuals will report to Chairperson of the Public Procurement Board, keeping the Head of Procurement, Ministry of Finance and Economic Management copied on all correspondences - electronic and hard copy (unless confidential).

6.0 RENUMERATION

The committee member will be paid a stipend of **EC$1,000.00** (taxable) per quarter for the duration of the engagement (**July 2025 – July 2027**). The relevant taxes apply as per the Income Tax Act.