Government of Jamaica

European Commission

IDB Inter-American Development Bank

# REQUEST FOR CURRICULUM VITAE
# PROCUREMENT SPECIALIST CONSULTANCY

**The Government of Jamaica (GOJ), through the Ministry of Energy Transport and Telecommunications (METT),** is implementing the **Energy Management and Efficiency Programme (EMEP)**. The programme supports the energy efficiency and conservation measures in public facilities, with the aim of reducing electricity consumption, lowering operating costs, improving energy performance, and reducing greenhouse gas emissions.

EMEP is supported by loan financing from the **Inter-American Development Bank (IDB)**, together with grant support from the **European Union Caribbean Investment Facility (EU-CIF)**. The programme includes energy-efficiency interventions in public buildings, institutional strengthening, and related measures to support improved energy management across the public sector.

The main objective of the consultancy is to support the Client and its Project Executing Unit (PEU) in building procurement expertise, particularly as it relates to processes and procedures that are aligned with IDB's procurement policies within the PEU. The Procurement Specialist will be responsible for the preparation of the Procurement Documents and will carry out all procurement processes in accordance with the IDB's policies. The work will be undertaken considering procurement strategies for the local market and considering best international practices in similar projects. The Consultant will support the optimization of procurement processes (between the IDB and the GOJ) so that the procurement documents can be approved on schedule while generating competition, promoting efficiency in the use of the Project's resources, and facilitating the works and particular consultancies' execution.

The METT intends to engage the services of qualified consultants, as Procurement Specialist, pursuant to IDB's procurement policies **GN-2350-9** for hiring individual consultants. The minimum qualifications and experience for the respective consultancy are listed below:

**Qualifications and Experience:**

1. A Bachelor's degree in Business Administration, Management, Public Management, Procurement, or a related field. A Master's degree would be an asset.
2. Professional certification in Procurement from a recognized local or international institution.
3. A minimum of seven (7) years of relevant professional experience in procurement.
4. In-depth knowledge of the Government of Jamaica (GOJ) procurement system, including applicable rules, procedures, guidelines, and policies.
5. Proficiency in Microsoft Office applications, particularly Word, Excel, PowerPoint, and Microsoft Project.
6. Demonstrated experience applying the procurement policies and procedures of the Inter-American Development Bank (IDB) and the European Union (EU).
7. Experience working within a project management environment, preferably on donor-funded or internationally financed projects.
8. Training or certification in project management would be an asset.
9. Working knowledge of the energy sector and experience in contract management would be an asset.

**Duration of Assignment**

- The duration of the assignment shall be for seven (7) months. Interested professionals can send their CV by email to emep.pio@mett.gov.jm no later than **November 13, 2026 at 5:00pm.** Interested persons are to put as the subject**: Procurement Specialist Consultancy** when sending their CVs.