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MINISTRY OF FINANCE – SINT MAARTEN

Ministerie van Financiën Sint Maarten

REQUEST FOR EXPRESSIONS OF INTEREST

Individual Consultant – Part-Time Senior Procurement Specialist (Component 2)

Project: Sustaining Program Effectiveness and Advancing Resilience (SPEAR)
 Executing Agency: Ministry of Finance, Government of Sint Maarten
 Financing: Sint Maarten Recovery, Reconstruction and Resilience Trust Fund (World Bank)
 Reference No.: **SX-MOF-544784-CS-INDV**

1. Background

The Government of Sint Maarten (GoSXM), represented by the Ministry of Finance (MoF), invites eligible individual consultants to express their interest in providing consulting services as Project Manager for Component 2 of the Sustaining Program Effectiveness and Advancing Resilience (SPEAR) Project.

The SPEAR Project is financed through the Sint Maarten Recovery, Reconstruction and Resilience Trust Fund, funded by the Government of the Netherlands and administered by the World Bank. The project aims to enhance operational effectiveness of recovery efforts and strengthen long-term institutional resilience.

Component 2 of the SPEAR Project is implemented by the Ministry of Finance. Component 1 is implemented separately by the National Recovery Program Bureau (NRPB) to avoid overlap or conflict.

2. Objective of the Assignment

The objective of this assignment is to conduct procurement actions for the Project Activities for SPEAR Component 2, in accordance with applicable World Bank procurement regulations and strengthen the procurement capacity of the Ministry of Finance and of Ministries involved in the implementation of projects.

3. Reporting and Accountability

The Sr. Procurement Specialist reports directly to the Oversight Committee consisting of the Secretary Generals of the Ministry of Finance, General Affairs and VROMI. The Sr. Procurement Specialist may liaise with the Secretary General of the Ministry of Finance and the Minister of Finance for strategic decisions as required.

Escalation procedures for delays, risks, or procurement issues shall follow internal Ministry of Finance protocols, with escalation from the Oversight Committee and then to the Minister of Finance where necessary. Key documents must be validated by the Oversight Committee prior to submission to external stakeholders.

4. Scope of Services

Along with the Ministry of Finance's Sr. Policy Advisor the Consultant is expected to perform the following principal tasks in support of the SPEAR project:

- Provide guidance and training to the Procurement Counterpart in developing or adapting the applicable policies, procedures and practices, and others from the professions' "best practices," as required, for the SPEAR (Component 2) project and incorporating them in a Procurement Manual and the Project Operations Manuals.
- Prepare and update Project Procurement Strategies for Development in line with World Bank standards as required and in collaboration with the Project manager.
- Coordinate with the Project Manager on activities for Component 2.
- Update and maintain detailed annual procurement plan for SPEAR project.
- Carry out the procurement of goods, non-consulting and consulting services in accordance with the provisions of the World Bank Procurement Regulations and Project Operations Manual.
- Prepare contracts for goods, non-consulting and consulting services.
- Prepare and publicize procurement notices, as applicable, under the appropriate procurement methods.
- Prepare bidding documents, request for proposals and other procurement documents with support from technical staff who provide comprehensive specifications, terms of reference, etc.
- Develop shopping and shortlists, as required, of suppliers and consultants for considering the experience and qualifications of suppliers and consultants.
- Conduct the bidding and selection process, including pre-bid or pre-proposal meetings, clarifications, bid openings, etc.
- Provide administrative and procedural support in the technical and commercial evaluation of bids and the preparation of bid evaluation reports.
- Prepare contracts.
- Lead contract negotiations.
- Ensure compliance with procurement planning and reporting requirements, using the World Bank's online software STEP.
- Facilitate general contract administration and monitoring.
- Verify contract payment documents for the supply of goods and related consulting and non-consulting services.
- Establish and maintain, in cooperation with the technical areas, an information database on procurement services, technology services, suppliers of equipment, consultants, etc.
- Organize contract closure procedures and final reporting.
- Any other related tasks, as required by the Procurement counterpart.

5. Key Deliverables and Performance Indicators

Deliverables include Annual Procurement Plan, carry out procurement of goods, non-consulting services, prepare contracts, prepare and publicize procurement notices, prepare bidding documents, RFPs and other procurement documents. Performance will be measured against timeliness, budget adherence, stakeholder satisfaction, and compliance with World Bank procedures.

6. Qualifications and Experience

Minimum Requirements:

- Bachelor's degree in economics, engineering, law or related discipline.
- At least three (8)+ years' experience in procurement and at least (2) years experience with World Bank Procurement Regulations or another multi-lateral Development Bank in the last 10 years.
- Advanced proficiency in English (spoken and written).

Additionally, (proven) practical experience and skills in all aspects of international procurement of goods, works and consulting services and administration is preferred. Experience in Sint Maarten or Caribbean Region in similar work as well as knowledge of Sint Maarten's public sector would be considered as added advantages.

7. Submission of Expressions of Interest

Interested consultants should submit a Curriculum Vitae and a brief cover letter demonstrating suitability for the assignment.

Submissions must be received by: Friday, May 8th, 2026, 17 h 00
 Submission address/portal: hiro.shigemoto@sintmaartengov.org

Attn: Mr. Hiro Shigemoto
 Ministry of Finance
 Actg Project Manager
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The Ministry of Finance reserves the right to accept or reject any Expression of Interest.



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