

**MODERNIZATION OF THE BARBADOS STATISTICAL SERVICE
(BA-L1009)**

PROJECT PROCUREMENT PLAN

General information

Country: Barbados

Borrower: Government of Barbados

Executing agency: Ministry of Finance, Economic Affairs and Energy through the Barbados Statistical Service (BSS)

Project name: Modernization of the Barbados Statistical Service

Project and loan contract numbers: BA-L1009 and N/A

Brief description of the project's objectives and components: To strengthen BSS capacity to provide accurate and timely economic and social statistics and to establish this agency leadership in the sector, by: (i) providing options for the reform and updating of the legal framework; (ii) developing an institutional mechanisms for the interagency cooperation and the standardization procedures and definitions; (iii) institutional strengthening of the BSS and of the statistical area in other public agencies; (iv) support in the preparation of human resources strategic development, including training in vital areas; and (v) upgrading of BSS information technology and strengthening of public access to its statistical products.

Estimated date of project approval by the President¹: 07/15/08

Estimated date of signature of the loan contract: 07/30/08

Estimated date of the final disbursement: 7/30/12

A. Introduction

Procurements for the proposed project will be carried out in accordance with the *Policies for the Procurement of Works and Goods Financed by the Inter-American Development Bank* (GN-2349-7, of July 2006), and the *Policies for the Selection and Contracting of Consultants Financed by the Inter-American Development Bank* (GN-2350-7, of July 2006), and with the provisions established in the loan contract and this procurement plan.

B. Procurement plan

The procurement plan for the Modernization of the Barbados Statistical Service covering the first 18 months of project execution² has been agreed between the Bank and the Ministry of Finance, Economic Affairs and Energy. The plan, which is summarized in Appendix 1, indicates the procedure to be used for the procurement of goods, the

¹ As this document was developed during the project preparation, the initial dates for approval of the operation, contract signing, and final disbursement are estimates, and will be updated when the definitive dates become available.

² The first 18 months of project execution are counted from the date of publication of the general procurement notice, or the first specific procurement notice published following approval of the loan, whichever is earlier.

contracting of services, and the method of selecting consultants, for each contract or group of contracts. It also indicates cases requiring prequalification; the estimated cost of each contract or group of contracts; the requirement for prior or post review by the Bank; and estimated dates for the publication of specific procurement notices and completion of the contracts included in this project. The procurement plan will be updated annually or whenever necessary or as required by the Bank. The detailed procurement plan is available at:

Project Coordinating Unit, Modernization of the BSS Program

Barbados Statistical Service

3rd Floor, National Insurance Building

Bridgetown, Barbados

West Indies.

E mail: barstats@caribsurf.com

The procurement plan is also available at the Bank's website: [Information on project procurement](#)

C. Project procurement

Procurement has been designed to include three bidding packages:

1. A first package will be for the consulting services of a renowned statistical public agency in an English-speaking country. This consulting agency will support a sector and institutional reengineering.
2. A second package is for consulting services from a highly respected university in the statistics field in an English speaking country. The selected university will provide professional training in Statistical Sciences at the Master's degree level.
3. A third package will be for equipment, software and hardware to support the institutional strengthening activities.

In this context, a general description of the procurement for the proposed project is presented below.

Goods procurement: The goods to be procured for this project include: (i) office equipment; (ii) personal computers and servers; and (iii) software. Except for a limited number of equipment for the PCU, these goods will be acquired to support the institutional strengthening component and as such the detailed list will be prepared by the statistical public agency consultant as a part of its strengthening mandate.

Project goods requiring ICB will be procured using the SBD issued by the Bank. Procurement subject to NCB will be undertaken using national bidding documents agreed upon with the Bank.

Procurement of non-consulting services: The Program includes professional training in Statistical Sciences at the Master's level for a limited number of GOB candidates. As

pointed out the training will be provided by a respected university in the field located in an English-speaking country. A highly qualified training advisor is being financed by the Program to develop the necessary curriculum and educational requirements for the statistical sector in Barbados and to help with the identification of qualified universities offering that curriculum. It is expected that the qualifying universities will be limited in number given the specialized nature and level of instruction sought, and thus limited international bidding will be the preferred procurement method to be used. In addition, the training advisor will support BSS with: (i) the preparation of criteria for selecting a university; (ii) the preparation of the technical aspects of the bidding documents; (iii) the response to requests for clarifications; (iv) the support to the BSS Evaluation Committee; (v) the negotiation with the university offering the best terms; and (vi) the drafting of the contract.

Procurement of consulting services: Consulting services under the program will include:

- (a) *The training advisor* to support BSS in the process of identifying and contracting a University to conduct the training program in Statistical Sciences at the Master's level for program candidates.
- (b) *The Statistical Public Agency* charged with the sector and institutional strengthening component of the program will supply consulting services in the following areas:
 - (i) Legal and sector analysis to restructure the legal framework and the governance system, as well as to improve coordination and standardization of statistical data among public agencies and to provide access to statistical data by the public.
 - (ii) Institutional and financial resource analysis to revise BSS organizational structure, to strengthen technical and administrative procedures, including BSS records storage systems, and to set up the basis for the assignment to BSS of resources commensurate with the new mandates.
 - (iii) Human resources analysis to reorganize the BSS personnel management system, including capacity assessment and review of post descriptions and profiles, as well as strengthening of the personnel management functions (recruiting, training, appraisal, compensation, etc.)
 - (iv) Planning expertise to set up and train BSS staff on the use of a basic planning system to facilitate the preparation of strategic plans as well the annual operating plans for the program, to set up indicators and to evaluate variances between goals and actual results.
 - (v) On-the-job training expertise to set up and conduct a training program at the technical support level on statistical subjects and on the use of new equipment and software acquired through the Program.
- (c) *An individual consultant in procurement:* The Program Coordinating Unit requires support from an individual consultant to provide support with

procurement activities including contract administration, and to train BSS staff on basic training functions. The consultant will work periodically in line with the requirements in this procurement plan and in the annual plan of operations.

The consulting statistical public agency to be contracted for the project will be selected using the standard request for proposals (RFP) issued by the Bank or an RFP satisfactory to the Bank in the case that the standard RFP is not applicable. The training advisor and the consultant on procurement will be selected bearing in mind the provisions established in chapter V of the policy in document GN-2350-7.

The statistical public agency consultant will be permitted to associate with a local firm of lawyers, if such association is advisable in the conduit of the legal assessment.

Operating expenses: The following operating expenses will be financed by the Bank throughout program execution: (i) salary costs and benefits for the head of the Program Coordinating Unit; (ii) professional fees for the procurement consultant; and (iii) office equipment for the Program Coordinating Unit.

Project operating expenses to be financed by the Bank may be contracted using the executing agency's procedures that have been previously reviewed by the Bank and classified as satisfactory.

Others: Does not apply.

Advance contracting and retroactive financing: Once the loan contract is in effect and the general conditions precedent to first disbursement have been met, the Bank may disburse to the Borrower, against financing resources up to US\$ 200,000 to contract the Program Coordinating Unit staff and consultant, the training advisor to the BSS, and to provide the Program Coordinating Unit with the required equipment. Furthermore, all procurement described in the procurement plan, for which the policies contained in the documents GN-2349-7 and GN-2350-7 have been followed, may receive Bank financing retroactively from the date of approval of the operations by the Board of Executive Directors, once the loan proceeds become eligible.

D. Bank review of procurement decisions

All contracts will be subject to prior review by the Bank in accordance with Appendix 1 of the policies for the procurement of works and goods and the selection of consultants.

E. Domestic preference

It is not foreseen the granting of margins of preference for goods manufactured locally for the procurement of goods in the program.

Appendix 1

Procurement plan (18 Months)

Country: Barbados

Executing agency: Ministry of Finance, Economic Affairs and Energy through the Barbados Statistical Service (BSS)

Project: Modernization of the Barbados Statistical Service

Project and loan contract numbers:³ BA-L1009 and N/A

Brief description of the project's objectives and components: To strengthen BSS capacity to provide accurate and timely economic and social statistics and to establish this agency leadership in the sector, by: (i) providing options for the reform and updating of the legal framework; (ii) developing an institutional mechanisms for the interagency cooperation and the standardization procedures and definitions; (iii) institutional strengthening of the BSS and of the statistical area in other public agencies; (iv) support in the preparation of human resources strategic development, including training in vital areas; and (v) upgrading of BSS information technology and strengthening of public access to its statistical products.

Estimated date of project approval by the President⁴: 7/15/08

Estimated date of signature of the loan contract: 7/30/08

Estimated date of the final disbursement: 7/30/12

Address of the executing agency office responsible for the procurement plan:

Project Coordinating Unit, Modernization of the BSS Program

Barbados Statistical Service

3rd Floor, National Insurance Building

Bridgetown, Barbados

West Indies.

E mail: barstats@caribsurf.com

³ The loan contract number will be entered as soon as one has been assigned.

⁴ As this document was developed during the project preparation, the initial dates for approval of the operation, contract signing, and final disbursement are estimates, and will be updated when the definitive dates become available.

Ref. No.	Description of the contract and estimated cost of procurement (US\$000)	Procurement method ⁵	Review (prior or post)	Source of financing and percentage		Prequalification (Yes/No)	Estimated dates ⁶		Status (pending, in process, awarded, cancelled)	Comments
				IDB %	Local/other %		Publication of specific procurement notice	Completion of contract		
1.	1. <u>Goods</u> o Equipment and software Office equipment, hardware and software to support strengthening component and for PCU Estimated cost (US\$1,250)	ICB	Prior	80%	20%	No	3Q1Y	2Q2Y	Pending	
2.	2. <u>Non-consulting services</u> o Statistical Training at the master's level Scholarships for Master's Degree. Estimated cost (US\$800)	CQS	Prior	100%	0%	No	2Q1Y	4Q3Y	Pending	

⁵ **ICB**: International competitive bidding; **LIB**: limited international bidding; **NCB**: national competitive bidding; **PC**: price comparison; **DC**: direct contracting; **FA**: force account; **PSA**: Procurement through specialized agencies; **PAs**: Procurement agents; **IA**: Inspection agents; **PLFI**: Procurement in loans to financial intermediaries; **BOO/BOT/BOOT**: Build, own, operate/build, operate, transfer/build, own, operate, transfer; **PBP**: Performance-based procurement; **PLGB**: Procurement under loans guaranteed by the Bank; **PCP**: Community participation procurement; **QCBS**: Quality- and cost-based selection **QBS**: Quality-based selection **FBS**: Selection under a fixed budget; **LCS**: Least-cost selection; **CQS**: Selection based on the consultants' qualifications; **SSS**: Single-source selection.

⁶ **Q**: Calendar Quarter; **Y**: Year of execution. For instance, 3Q1Y stands for the third quarter of the first year of execution.

Appendix 2

Capacity of the executing agency and supervision of procurement by the Bank

The Barbados Statistical Service (BSS) will be responsible for carrying out project procurement through the Program Coordinating Unit (PCU). As pointed out in the Country Procurement Assessment Report for Barbados, the weaknesses in the procurement systems are generalized in the Barbados public service. Having assessed the executing agency's capacity to carry out the procurement actions, the Bank rated the overall risk to the project associated with the administration of procurement as high.

Deficiencies identified and corrective actions agreed upon are summarized below:

Deficiencies	Corrective actions	Completion date	Comments
Implementation of procurement plan: (i) To carry out the procurement plan the PCU requires one part-time procurement specialist. Currently it does not have this type of personnel. (ii) This is the first Bank operation at BSS. The Agency has limited knowledge of the Bank's procurement policies and procedures	(i) The program will finance the services of one procurement consultant for the PCU. (iia) The Country Office has planned a seminar to provide training in procurement for BSS staff. (iib) Quarterly field procurement review visits are also planned by the Country Office.	(i) The procurement consultant will be contracted in accordance with level of procurement shown on procurement plan; (iia) Seminar in procurement training to be scheduled; (iib) Visits by the Country Office procurement specialist to begin shortly after project approval.	The Country Office will assess the risk status of the PCU at the end of the first year of execution and decide upon actions as necessary. A BSS procurement capacity assessment will be a part of the mid term evaluation.
(iii) BSS records storage system needs to be strengthened and a Program procurement data file needs to be established.	(iiia) The strengthening of the BSS records storage system and implementation of reliable program files is part of the BSS institutional strengthening . (iiib) The Country Office will examine the functioning of the records storage system during its biannual inspection visits to the PCU. (iiic) The external auditor will examine the functioning records storage system as part of the review of internal controls.	(iiia) Implementation of records storage system completed within six months of approval. (iiib) Evaluation of PCU records storage system and practices by the Country Office to be a part of inspection reports. (iiic) External Auditor to emit an opinion on the functioning of the records storage system as part of the Internal Control Report attached to the Financial Statements Audit Report.	Mid term review will assess the needs for adjustments/improvements in the records storage system.

Frequency of procurement supervision

In addition to prior reviews, the Bank will conduct post reviews of the BSS procurement capacity and procedures every six months for the duration of the project. This system of review is consistent with the assessment made of the PCU capacity. This system may be adjusted in the process of updating and revising the procurement plan, depending on the performance of the PCU and the progress made in adopting the corrective measures described.