

## **Appendix 1. Request for Expression of Interest**



### **PUBLIC SECTOR MODERNIZATION PROJECT**

#### **CIVIL SERVICE AGENCY**

### **REQUEST FOR EXPRESSION OF INTEREST**

**(REOI)**

**(INTERNATIONAL PROCUREMENT SPECIALIST)**

**REF #: PSMP/CSA/CNS/05/16.**

**IDA CREDIT ID: 53590**

**Friday 17 June, 20 Monday, 22 Wednesday, 24 Friday, 27 Monday,  
29 Wednesday, 1 July**

### **INTERNATIONAL PROCUREMENT SPECIALIST**

#### **Background**

The Government of Liberia (GoL) through the Civil Service Agency (CSA) has received a funding envelope comprising IDA and a Multi-Donor Trust Fund (USAID & SIDA) to support the strengthening of governance and public administration through the Public Sector Modernization Project (PSMP). The Civil Service Agency intends to apply part of the proceeds of this financing to eligible payments under the contract for hiring **INTERNATIONAL PROCUREMENT SPECIALIST (herein referred to as procurement specialist)** for the Public Sector Modernization Project.

The CSA now requires the services of a highly organized and energized Procurement Specialist who will a) carry on with the procurement function under the project, and b) continue the capacity building of the procurement officers in the procurement unit of CSA and implementing Agencies.

## **Objectives of the Assignment**

The objective of the assignment of the Procurement Specialist is in two-fold:

Supplement the capacity of the CSA to manage the procurement activities under the project hereafter called the "Client", including the planning and implementation and supervision of all procurement operations under the project; and

Continue with the development of procurement capacity to facilitate activation of procurement activities in CSA and build their capacity to gradually take over the procurement function at the end of the consultancy period.

## **Scope of the Services**

The scope of the services to be provided by the Procurement Specialist is as follows:

### **A. Procurement Management for the project**

The Procurement Specialist will be responsible for (i) the management of Project procurement activities as part of the Project implementation arrangement, in accordance with World Bank procurement guidelines; (ii) building the procurement capacity of CSA procurement staff and any other staff as required. Specific tasks include the following:

- (i) **Update a detailed Procurement Plan (PP)** for the project within **21 days** of arrival of the Procurement Specialist. The PP(s) will identify all works, goods and services to be contracted under various methods of procurement and selection of consultants. The Procurement Specialist will update the PP(s) quarterly or as demanded by the needs arising out of the emergency.
- (ii) Establish and maintain during the engagement period, a **comprehensive procurement filing system** consisting of physical and electronic files and logs by contract. Procurement files should be

preserved under secure conditions for at least 2 years after contract closing.

- (iii) As soon as it is available, submitting to the Client all procurement information for dissemination through the Client's project website, and the PPCC website including, summary procurement plans, procurement notices, bid evaluation reports, details on contract awards (name, number, scope, value, contractor, expected contract starting and completion dates).
- (iv) Update and arrange the publication of specific procurement notices in accordance with Bank Guidelines and specific requirements of the Financing Agreement.
- (v) Draft and issue specific Bidding Documents (BD) and Request for Proposals (RFP) on the basis of the Bank's SBD and SRFP, and the Borrower's Standard Documents for National Competitive Bidding (NCB) and Shopping acceptable to the Bank. The Procurement Specialist shall review TOR and specifications for completeness, consistency and fairness, and if necessary suggest amendments to Borrower technical officers
- (vi) Receive, secure and open bids/proposals immediately after the deadline for submission has passed in accordance with the procedures and bidding requirements (instructions) of the BD and RFP. During the bidding period, the Procurement Specialist shall coordinate responses to questions from bidders and issue amendments to the procurement documents in accordance with relevant clauses of the BD and RFP in liaison with Borrower technical staff.
- (vii) Coordinate the evaluation of bids/proposals and make contract award recommendations carried out by evaluation teams to the Client in accordance with the respective clauses and confidentiality requirements of the BD or RFP Bid evaluation reports. Bid evaluation reports shall be prepared using standards forms published by the Bank
- (viii) Draft and process each contract for signature on the basis of contract finalization proceedings.

- (ix) Ensure publication of contract awards as required by World Bank guidelines
- (x) Coordinate supervision of contracts, in liaison with technical staff, in accordance with the respective contract including the processing of payments, physical inspection and testing, receipt and transfer of the goods to the Client and closing of respective contracts.

## **B. Capacity Building**

Provide support in guidance, mentoring, and coaching the Local Procurement and other Staff in Procurement Management. The Procurement Specialist will be the champion within the agency to build capacity among local procurement staff and to promote confidence and efficiency in their procurement deliveries. Specific tasks under this capacity building component of the TORs include:

- a. Mentor procurement staff assigned to the Project or any other staff as determined by the Borrower
- b. Prepare training curriculum for procurement Management
- c. Conduct in house training session on procurement related topics as per the curriculum
- d. Evaluate performance of procurement staff
- e. Submit recommendations for further improvement or training
- f. Establish / Review Procurement Standard Operating Procedures

## **Reporting Obligations**

The Procurement Specialist shall report to the Director-General through the Director of the Civil Service Reform Directorate (known as the Project Coordinator of the PSMP). Functional supervision will be carried out by the Project Coordinator and as reviewed and cleared by the World Bank Procurement Staff. The Procurement Specialist shall submit the following periodic progress reports, apart from reports required for each

procurement transaction. All documents/reports will be issued in English, submitted on both hard and electronic copies:

- i. Monthly Progress Reports: The Procurement Specialist should prepare monthly concise reports with the relevant information on progress, and comments on issues to be clarified with the client.
- ii. Quarterly Report: The Procurement Specialist should prepare quarterly reports with the relevant information on progress, achievements, bottlenecks, issues and suggestions.
- iii. Draft Final Report: Before the end of assignment, the Procurement Specialist shall submit a draft final report detailing all procurement activities of the project, planned and achieved. The report will outline achievements and issues and lessons learnt. The final updated Procurement Plan shall be an annex of this report. The draft report must be submitted for comments from the Client.
- iv. Final Report: The final report must incorporate comments from the Client.

## **Qualifications**

- Master's degree in relevant discipline e.g. Procurement, Business, Law, Public Administration, Engineering etc. with a minimum of 5years experience in procurement and contract management in the public sector, **or** first degree in relevant discipline with minimum 10years experience in procurement and contract management in the public sector;
- Minimum of 5years' working experience in handling and managing international competitive procurement in World Bank funded or administered projects is a must;
- Knowledge of Project Management, appropriate involvement and/or experience in similar projects in developing countries.
- Must have good knowledge of procurement policies and procedures of multilateral financial institutions (e.g. the World Bank) and development co-operation agencies; as well as good knowledge of the institutional, technical, and commercial aspects of procurement;

- Experience / Skills to train / mentor procurement staff is a requirement
- Experience of similar assignments in the Region is highly preferred.
- Fluency in spoken English and ability to write lucid reports and documents in English is required.
- Strong organization skills and ability to work in a team-oriented, culturally diverse environment.
- Excellent interpersonal skills, sound judgment, communication skills, training experience, ability to identify and resolve policy and operational constraints.
- Must be able to demonstrate computer skills and knowledge of Microsoft Office Suite
- Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision.
- Experience in reform related project is a plus;

### **Duration:**

The Procurement Specialist will be contracted an **initial period of one year. The contract may be renewable subject to satisfactory performance.**

### **Performance Evaluation**

Based on the agreed performance standards, performance shall be evaluated at the end of a 3-month probation period and at the end of 12 months.

### **Local Services, Personnel and Facilities Provided by the Client**

The Client will provide:

- i. Access to all information and stakeholders to facilitate the assignment
- ii. Office space within CSA;
- iii. Essential office furniture and equipment;
- v. Access to internet, and network resources as necessary
- vi. Counterpart procurement staff for training / mentoring

at the address below in person or by mail or by email) on or before Friday, July 1, 2016 at 16:00hours.

The Projector Coordinator

Public Sector Modernization Project

Civil Service Agency

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