

# **TERMS OF REFERENCE FOR *INTERNATIONAL PROCUREMENT SPECIALIST* AT THE PUBLIC FINANCIAL MANAGEMENT IMPROVEMENT AND CONSOLIDATION PROJECT, MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT, SIERRA LEONE**

Date of Issue: 24th November, 2015

REoI Number: MoFED/PMU/PFMICP/IC/13/11/2015

## **1.0 Background**

1.1 The Public Financial Management Improvement and Consolidation Project (PFMICP) is a successor to the just ended Integrated Public Financial Management Reform Project (IPFMRP). It will build on and reinforce the successes and address the weaknesses of IPFMRP. The Project Development Objective (PDO) is: “**To improve budget planning and credibility, financial control, accountability, and oversight in government finances in Sierra Leone**”. The Project, which will benefit various MDAs and Local Councils, will comprise the following components:

- **Component 1: Enhancing Budget planning and credibility**  
The *objectives* of this component are to: strengthen the macro fiscal forecasting and Public Investment functions of government to improve overall budget planning; strengthen systems and procedures for budget formulation; and build capacity for managing contingent liabilities.
- **Component 2: Financial Control, Accountability and Oversight**  
The *objective* of this component is to strengthen financial control in government, improve accountability systems and practices, and enhance independent and public oversight in the management and use of public finances in Sierra Leone.
- **Component 3: Supporting the Strengthening of Revenue Mobilization and Administration Systems**  
The *objectives* of this component are to: strengthen revenue policy and oversight of revenue collection; improve the efficiency and integrity of revenue administration; to increase domestic revenue, and to integrate revenue systems with overall PFM system.
- **Component 4: Strengthening Local Governance, Financial Management and Accountability Systems**  
The *objective* of this component is to improve the capacity of the financial management systems in local councils and strengthen the accountability and oversight institutions to enhance service delivery efficiency and effectiveness.
- **Component 5: PFM Reform Coordination and Project Management**  
The *objective* of this component is to provide a continuing institutional and coordination basis for overseeing the implementation of the PFM Reform Strategy as a whole as well as manage the implementation of the proposed project.

1.2 To pursue the GoSL’s PFM agenda, the Government has received financing from the International Development Association (IDA), a pooled funding from the African Development Bank, and a Multi-Donor Trust Fund from the European Union and UK’s Department for International Development for the PFMICP (with an estimated Project duration of four years). The PFMICP will be administered by the World Bank.

1.4 In furtherance of the above objectives, the Government intends to use part of the proceeds of the financing to engage a suitably qualified and experienced person to fill the position of **International Procurement Specialist**.

## **2.0 Objectives of the Assignment**

2.1 The objective of the assignment is to recruit a procurement specialist with international experience to: i) manage and carry out the procurement activities required for implementation of the Project in accordance with the Project's covenant documents such as the Financing and Grant Agreements, World Bank's Guidelines and procedures, among other; and (ii) build the procurement capacity of the MoFED / PMU Procurement Unit in order to ensure long-term sustainability of the project outcomes. This will ensure adequate hand-holding and capacity development/transfer. Additionally, the International Procurement Specialist with support and guide the end-users to prepare good quality ToRs and technical specifications.

2.2 The International Procurement Specialist will coordinate his activities closely with the PMU and Implementing Units teams on activities related to the Project. S/he will be required to be familiar with the World Bank and Government of Sierra Leone procurement laws, procedures, regulations, policies, the Project's covenant documents, including the Financing and Grant Agreements, Project Appraisal Document, Project Implementation Manual, Procurement and Consultants Guidelines, among others.

## **3.0 Scope of Services, Duties and Responsibilities**

3.1 The IPS will take overall charge of the project's procurement management and conduct the tasks identified below by applying technical practices and methods, and collecting and making use of available and necessary data in carrying out the assignment. The consultant shall work in close consultation with the Project Manager of the PMU. He will discuss issues that would affect efficient procurement management with the Project Manager and agree on the ways to resolve them.

3.2 The Specialist, shall inter alia, undertake the following:

3.2.1 Review all available project documents to facilitate the establishment of procurement procedures for the management and implementation of the project;

3.2.2 Establish a procurement management system for the PMU based on the guideline and procedures for the conduct of procurement under World Bank funded projects and the government regulations for the procurement of goods, non-consulting services and consultancy services under the Public Procurement Act 2004 (PPA) of Sierra Leone and as may be amended;

3.2.3 Set up a procurement management tracking system for the PMU that would monitor the implementation of procurement activities;

3.2.4 Using the World Bank's Standard procurement documents, prepare Bidding Documents and Request for Proposals (REP), Request for Quotations, Letters of Invitations, clarifications/amendments to procurement documentation and processes (if needed), minutes of the Evaluation Committees and negotiation meetings, Evaluation Reports, contract award decisions, etc. These should include standardized forms to be used for International and Local Shopping methods to conform to the PPA or World Bank standards;

3.2.5 In consultation with the Project's beneficiary agencies, prepare and update the Project's Annual Procurement Plan and Budget detailing contract packages (including

- estimated cost) for goods, consultancy services and non-consulting services, the procurement/selection methods and processing times until completion of each procurement activity;
- 3.2.6 Monitor procurement implementation of and update the Procurement Plan on a at least bi-weekly basis and whenever it becomes necessary to do so;
  - 3.2.7 Prepare the General Procurement Notice (GPN), Specific Procurement Notices (SPNs) , Invitation for Bids (IFBs), Request for Expressions of Interest (REoIs) and other solicitation documents whenever required;
  - 3.2.8 Establish a register of qualified suppliers and consultants and periodically update this register to facilitate advertisements, solicitations and drawing up of shortlists when so required;
  - 3.2.9 In consultation with the Implementing Units and relevant technical staffs of the PMU, coordinate the preparation of (ToRs), technical specifications using standard documentation agreed with the World Bank and Government of Sierra Leone (GoSL), and also participate in evaluation of bids, expressions of interest for preparation of shortlists, pre-qualification of suppliers, etc., where necessary. The International Procurement Specialist shall review ToRs and specifications for completeness, consistency and fairness, and if necessary suggest amendments;
  - 3.2.10 Initiate the procurement processes, including those for International and National Competitive Bidding procedures, ensuring compliance with agreed procurement methods' threshold, prior review requirements specific to the project and agreed aggregate threshold amounts for less competitive procurement methods;
  - 3.2.11 Presiding over bidding procedures and participating in bid/proposal opening sessions, bid and proposal evaluations and ensuring that the appropriate Guidelines are followed to arrive at the recommendations for award of contracts;
  - 3.2.12 In case of procurement actions requiring IDA “no objection”, coordinate the dispatch of procurement document to IDA (including through PROCYS for prior review activities), monitor IDA response time on issuing “no objections” at different levels of the procurement process and follow-up accordingly;
  - 3.2.13 Coordinate the response to procurement inquiries and communicate the result of the evaluation processes to the applicants in response to the Guidelines;
  - 3.2.14 Monitor and ensure timely responses to procurement questions raised by the World Bank. For services, follow-up with the short listed consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise;
  - 3.2.15 Superintend over procurement clarification meetings (if any) and develop clarifications/amendments to procurement documentations (if needed);
  - 3.2.16 Participate in selection of Evaluation Committees and assume the role of the Committee's secretary in recording the minutes of the meetings;
  - 3.2.17 Prepare the minutes of the Evaluation Committee meetings and prepare the requests for “no objection” and coordinate and participate in contract negotiation process, where necessary;
  - 3.2.18 Prepare draft and final contracts, and ensure timely distribution of all relevant procurement and contract documents to relevant stakeholders;
  - 3.2.19 Ensure timely receipt of the goods and consultant's status reports, confirming acceptability of the goods delivered, and also acceptability of consultants reports as reviewed, and recommending payments to the services providers as they become due;
  - 3.2.20 Establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
  - 3.2.21 Liaise with all relevant Implementing Units and the PMU with a view to preparing monthly, semi-annual and annual procurement reports (or other periods as may be required) as inputs into the Project Management Reports (PMR) to be submitted to the

- Ministry of Finance and Economic Development, World Bank and other relevant agencies;
- 3.2.22 Regular monitoring of procurement across the Project and problem-solving as needed including regular updates on problems experienced and on changing needs for specific types of advice;
  - 3.2.23 Establish and maintain a central procurement filing system (both electronically and manually), and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the trail of procurement by independent external auditors or authorized agents;
  - 3.2.24 Advise MoFED on processes for disposal of un-required stores and equipment including actual disposal in line with the Laws of Sierra Leone;
  - 3.2.25 Provide training and capacity building needs of procurement staffs of the PMU/MoFED and other identified stakeholders to ensure long-term sustainability of the project outcomes, with a view of strengthening staff capacities and skills, filling skills gap and also support institutional strengthening;
  - 3.2.26 Provide advice, mentoring, coaching and providing on-the-job training for relevant procurement staffs in the PMU/MoFED, and advise them to plan and execute all stages of the procurement cycle in accordance with World Bank and national procurement procedures;
  - 3.2.27 Assist in supervising contracts in accordance with the respective contract agreements including the processing of payments, physical inspection and testing, receipt and transfer of the goods to the Client, submission of consultants' reports and closing of respective contracts;
  - 3.2.28 Provide procurement advisory services as and when needed;
  - 3.2.29 Participate in procurement audits and reviews of the Project;
  - 3.2.30 Supervise all procurement staff within the PMU and assign tasks to them as and when necessary;
  - 3.2.31 Work with relevant managers to identify their procurement needs under the Project and help them manage the procurement planning and execution process in a timely way;
  - 3.2.32 Assist in dealing with claims, bid challenges and litigations relating to contracts and procurement;
  - 3.2.33 Develop and implement a robust procurement monitoring system and follow up mechanisms to ensure that procurement activities are carried out as planned; identify any deviations and take appropriate actions and submit regular periodic procurement reports to the Project Manager;
  - 3.2.34 Initiate appropriate quality assurance procedures to the procurement function of the Project;
  - 3.2.35 Carry out any other relevant duties that may from time to time be assigned by the PMU Project Manager.

#### **4.0 Reporting, Communication and Time Schedules**

- 4.1 The International Procurement Specialist shall report directly to the PMU Project Manager and will prepare monthly, Quarterly, Semi-Annual and Annual procurement reports (or for any period as necessary) as inputs into the Project Management Reports and, in addition, prepares other procurement reports, as and when needed.
- 4.2 Emphasis will be placed on highly effective, regular and detailed communication with the PMU Project Manager and relevant component managers;
- 4.3 S/he will be required to assess technical skills transfer to the counterpart staffs;

- 4.4 S/he is expected to report and analyze all problems experienced with procurement, more specifically on the Project, so that remedial and capacity-building actions can be promptly taken;
- 4.5 S/he shall make inputs into reports prepared by the counterpart staffs as needed.

## 5.0 Deliverables

The IPS will be expected to produce the following deliverables, among others:

- Procurement Plans
- Budgets and Selection criteria
- Procurement notices and reports
- Various solicitation documents
- Clarifications/amendments to various procurement and solicitation documents;
- Bid/Proposal evaluations
- Minutes of negotiations
- Draft and final contracts
- Capacity building and training plans and reports
- Action plans for trainings and capacity building programmes
- Short-listing, evaluation reports, records of public bid/proposal openings
- Minutes of meetings for confirmation of the expressions of interest/ proposals
- Minutes of negotiation (as applicable)
- Notifications of contracts awarded
- Procurement Monitoring Reports
- Other reports and documents as required.

## 6.0 Qualifications, Experience and Competencies

- i. Minimum Master's degree in Procurement with minimum of 12 years of experience in public procurement practices and procedures, 8 of which must have been served as a Procurement Specialist or Procurement Manager or Procurement Consultant;
- ii. Minimum of 5 years of experience in handling, managing or overseeing international procurement for World Bank funded or administered projects; the minimum country experience on international public procurement of World Bank funded or administered projects should be two (2) countries, however, having worked in more than two (2) countries shall gain added advantage;
- iii. Membership in a recognized procurement-related institute, such as CIPS or ISM;
- iv. Knowledge of/experience with World Bank/other international development organizations' procurement procedures would be an added advantage;
- v. Good knowledge of the institutional, technical, and commercial aspects of procurement;
- vi. Experience in delivering trainings and capacity building programmes at international level;
- vii. Demonstrated high experience in contract management at managerial level;
- viii. Fluency in spoken English and ability to write lucid reports and documents in English is required;
- ix. Strong organization skills and ability to work in a team-oriented, dynamic and diverse environment;
- x. Proven track record in working effectively within multidisciplinary teams, **recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so;**

- xi. Excellent interpersonal skills, sound judgment, communication skills, training experience, ability to identify and resolve policy and operational constraints;
- xii. Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint;
- xiii. Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision;
- xiv. Demonstrated capacity for initiative and efficient decision making with competent analytical and problem solving skills;
- xv. Demonstrated competence by the level of timeliness and accuracy the individual displays in carrying out his/her role, personal energy and enthusiasm and willingness to exceed expectations in his/her role;
- xvi. Ability to plan and organize effectively and build alternative actions into plans, deploying resources effectively and reviewing priorities;
- xvii. A commitment to supporting counterpart staff to achieve the outcomes and objectives of the Project;
- xviii. Recognition and respect of peers, and a demonstrated ability to interact effectively and collegially with peers at all levels;
- xix. Demonstrated ability to make sound judgments on capacity issues that will require management referral and guidance;
- xx. Demonstrated ability to work effectively in a mentoring role;
- xxi. Demonstrated ability to communicate ideas and analyses clearly and tactfully, both orally and in writing;
- xxii. Demonstrated ability to assist and support the development of useful procurement processes and procedures effectively;
- xxiii. Demonstrated ability to transfer skills and knowledge – previous training or teaching experience is a plus;
- xxiv. Demonstrated ability to adapt to challenges and changes in the workplace.

## **7.0 Facilities and Services to be Provided by the Client**

The Client will provide:

- i. Access to all information and stakeholders to facilitate the assignment
- ii. Adequate office space with essential office furniture and office equipment; and
- iii. Access to Internet, and network resources, where necessary

## **8.0 Period of the Assignment**

8.1 The duration of the assignment is for an initial period of 12 months beginning 15<sup>th</sup> January 2015 (subject to negotiations with the successful candidate), but not later than 16<sup>th</sup> February 2015. Subject to consultants' satisfactory performance of the assignment, the Contract would be extended only for at most another 12 months period (based on the unit rates included in the original signed contract).

## **9.0 Location**

The IPS will be located within the Project Management Unit of the PFMICP in the Ministry of Finance and Economic Development, Freetown, Sierra Leone with travels to the provinces.

## **10.0 General Information**

- All posts will be advertised on an equal opportunity basis and qualified women and men are encouraged to apply.
- Competitive and attractive salaries and conditions of service will be offered to the successful candidate.
- Employment will be on full-time basis, and contracts will be for one year subject to annual review with a possibility of renewal.
- The performance criteria that will be used to assess the performance of the International Procurement Specialist at regular intervals and based upon which the contract may be continued or terminated is the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities and Deliverables of the assignment.

## **11.0 Language of Assignment**

The language of the assignment shall be English Language.

## **12.0 Mode of Application**

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

**The Senior Deputy Financial Secretary (Fiscal)  
Ministry of Finance and Economic Development  
Treasury Building  
George Street  
Freetown, Sierra Leone**

**Or**

By E-mail application as attachment (including all supporting documents) to:  
[pfmicpmu@mofed.gov.sl](mailto:pfmicpmu@mofed.gov.sl) and [mofedpfmicp@gmail.com](mailto:mofedpfmicp@gmail.com).

Please indicate clearly on the envelop (in the case of hard copy application) or in the email subject heading and attachment (in the case of electronic applications) the post for which application is made.

### **Closing Date:**

The Closing Date and time for receipt of applications is **14th December 2015 at 5:00 pm GMT**.

**Only short-listed candidates will be contacted.**