

Project Fiduciary Management Unit

Ministry of Finance

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GOVERNMENT OF SIERRA LEONE

VACANCY ANNOUNCEMENT

Recruitment for the Position of Procurement Management Specialist for the Resilient Urban Sierra Leone Project.

The Government of Sierra Leone has solicited funding from International Development Association (IDA) of the World Bank towards the cost of the Resilient Urban Sierra Leone Project to strengthen urban management, improve access to basic services and infrastructure, and enhance disaster resilience in the Western Area (Freetown and Western Rural district) and secondary cities of Sierra Leone (Makeni, Port Loko, Kenema, Koidu New Sembehun, Bo, and Bonthe Municipal).

The project seeks to strengthen sustainable urban management, improve access to basic services, and enhance disaster resilience in the Western Area and select secondary cities of Sierra Leone.

The PDO will be achieved through the following four components:

Component 1: Institutional and Capacity Development in Integrated Urban Management

This component will support City Councils in institutionalizing and strengthening their urban management capabilities that are critical for efficient revenue generation, spatial planning, planning for local economic development and service delivery.

Component 2: Resilient Municipal Infrastructure Investment and Urban Greening.

This component will finance priority resilient municipal infrastructure and services including upgrading public infrastructure at selected neighborhoods, a new landfill and solid waste management infrastructure that will service the entire Western Area. The focus will be on investments identified as having positive social and economic impacts as well as contributing to disaster risk reduction and prevention. The component will also provide financing for urban greening, including tree planting in Freetown.

Component 3: Emergency Management Institutional and Capacity Development. This component will build the capacity of the national and local governments in emergency preparedness and response, to better prepare them to respond to and recover from disasters. It will (a) support technical and operational capacity building; and (b) provide access to financing for immediate response through a contingent emergency component.

Component 4: Project Management.

This component would finance project management costs of the Project Management Unit (PMU) for staffing, monitoring and evaluation, including project technical audits (as needed) and mid-term and end-project evaluations, safeguards, financial management, procurement, and training. This component will also cover any costs related to the setup of a grievance redress mechanism.

1. Objective of the Assignment:

The objective of the services is to recruit an experienced person to provide procurement related services in the procurement of works, goods and services under the project, in accordance with the laws of Sierra Leone and World Bank's "Procurement Regulations for IPF Borrowers" July 2016 Revised, November 2017, August 2018 and November 2020.

2. Scope of services

The PMS will work with the Project Management Unit (PMU) under the guidance of the PFMU in the preparation/updating of the procurement plan in the required format for submission to the World Bank; and also, shall provide managerial advice to the PMU and other RUSLP partners to ensure that procurement of all works, goods and services are undertaken in accordance with the approved Procurement Plan and Procurement Regulations for IPF Borrowers" July 2016 Revised, November 2017, August 2018 and November 2020 .

Specific Tasks and Responsibilities

The PMS shall carry out the following tasks and responsibilities through the application of sound professional practices and methods;

- Implement Procurement based on the guidelines and procedures for the conduct of procurement under World Bank funded projects, and the government regulations for the procurement of goods, works and services under the Public Procurement Act 2016 (PPA) of Sierra Leone;
- Set up and utilize a simple procurement management tracking system that would monitor the implementation of procurement activities and support the timely provision of regular credible updates and responses to queries;
- Using the World Bank's Standard bidding documents, prepare customized Bidding Documents and Request for Proposals (RFP). These should include standardized forms to be used for International and Local Shopping Methods.
- In consultation with the project implementing partners, prepare and update the Project's Annual Procurement Plan detailing contract packages for goods, works and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- Upload all approved procurement plans in Systematic Tracking of Exchanges in Procurement (STEP) and submit for Bank review and clearance;
- Monitor procurement implementation and update the procurement plans prepared at the beginning of the financial year, for the procurement of goods and works, and the procurement of consultants' services, annually and whenever it becomes necessary to do so;

- Prepare the annual General Procurement Notice (GPN), and also Specific Procurement Notices (SPNs) and Expressions of Interest (EOIs) whenever required;
- Establish a register of qualified suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest;
- In consultation with the Implementation partners and technical officers, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for goods and works activities, using standard documentation agreed with the funding agencies, and also participating in evaluation of expressions of interest for shortlists and pre-qualification of suppliers and contractors where necessary;
- Carry out all 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;
- Receiving and participating in bid opening sessions, evaluating goods and works bids and consultants' proposals and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award to suppliers, contractors and consultants;
- In case of procurement actions requiring IDA “no objection”, use Systematic Tracking of Exchanges in Procurement (STEP) to submit the request and monitor IDA response time on issuing “no objections” at different levels of the procurement process and follow-up accordingly;
- Ensure that all procurement documents at every procurement stage are uploaded in STEP immediately they are completed
- Coordinate response to inquiries, and communicate result of the evaluation process to the applicants, in response to guidelines.
- Prepare minutes of the Evaluation Panel meetings, and also prepare the requests for “no objection”, and coordinate arrangements for the negotiation process, where necessary;
- Prepare the final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Technical Officers, Consultants, Suppliers Contractors and the World Bank).
- Establish a performance monitoring database for all suppliers, contractors, consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors or authorized agents;
- Carry out any other relevant periodic duties that may be assigned by the leadership of the PFMU and Project Team.

3. Line Management

The PMS shall work under the supervision of the Fiduciary Team and constantly relate with the Project Manager, the PMU and other partners under the Resilient Urban Sierra Leone Project. PFMU will only be responsible for quality assurance.

4. Performance Criteria

The following performance criteria will be used to assess the performance of the Procurement Management Specialist at regular interval and based upon which the contract may be continued or reviewed after Post Procurement Assessments are done laying emphasis on quality control and assurance

- Quality of documentation prepared and submitted for prior and post reviews
- Meeting deadlines as indicated in the activity schedule roadmaps on STEP
- Adhering to the World Bank Procurement Regulations and National laws

5. Reporting and time schedules

The Specialist will prepare Weekly, Monthly, Quarterly, Semi-Annual and Annual procurement reports as inputs into the Project Management Reports and, in addition, prepares other reports, as and when needed.

6. Duration of the services

The duration of the assignment is for an initial period of one (1) year and upon performance an extension can be granted for the duration of the project (to 2026).

7. Minimum Education and Experience:

- A minimum Master's degree preferably in Procurement and/or Supply Chain Management, Business Administration, Public Administration, Economics, Development Management, Social Sciences or a related field.
- At least ten (10) years relevant professional experience in procurement and minimum of seven (7) years' experience in leading or managing procurement as a Procurement Management Officer or Specialist for World Bank, or other international donor funded or administered projects.
- Excellent interpersonal skills, sound judgment, communication skills,, ability to identify and resolve policy and operational constraints;
 - Familiarity with planning and holding tenders for goods, works and services;
 - Previous experience in managing large Civil Works Procurement and Contract Management will be considered as an added advantage;
 - Demonstrated an experience in contract management at supervisory level;
 - Strong organization skills and ability to work in a team-oriented, dynamic and diverse environment;
 - Experience in delivering procurement and evaluation trainings and capacity building programmes at the local level;
 - Ability to lead strategic planning, results-based management and reporting procedures effectively
 - Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision;
- Demonstrated ability to adapt to challenges and changes in the workplace
- Demonstrated computer skills and knowledge of Microsoft Office

Mode of Application

All applications should be accompanied by up-to-date Curriculum Vitae and supporting documents (scanned original certificates) with the names and addresses of three referees, one of which should be the last or current employer

E-mail application as attachment (including all supporting documents) be addressed to **resilienturbanslp2019@gmail.com**

All applications must be submitted electronically. Please indicate clearly in the email subject heading and attachment the position for which application is made. No hard copy is accepted.

Closing Date:

The Closing Date and time for receipt of applications is **28th July, 2023 at 11:00 am GMT.**

Only short-listed candidates will be contacted