MINISTRY OF PUBLIC WORKS RECONSTRUCTION AND HOUSING

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Country: Somali Federal Republic
Project: SOMALI URBAN RESILIENCE PROJECT PHASE TWO (SURP II)
Project ID: P170922
Individual Selection of Consultant
Position: Procurement Specialist
Application Submission Deadline: 17/06/2020
Ref: SO-MOPWHIR-172386-CS-INDV

1. Project Background
The Government of Federal Republic of Somalia has received a Grant from the International Development Association (IDA) and Multipartner Trust Fund of World Bank to finance Somali Urban Resilience Project Phase II (SURP II), and intends to apply part of the proceeds of this grant towards payments for procuring Individual consultants services in Project Coordination Unit (PCU) at the Ministry of Public Works Reconstruction & Housing.
SURP II will scale up investments within cities where the SURP is currently operational - Mogadishu, Garowe, Kismayo and Baidoa and lay the groundwork for expansion to cities in Galmudug and Hirshabelle states. There are four components: (i) Urban Infrastructure and Services; (ii) Institutional Strengthening and Analytics; (iii) Project Management and Capacity Building; and (iv) Contingent Emergency Response. PCU will be set up at the federal level in the MoPW.

The Ministry of Public-Works Reconstruction & Housing now invites eligible individual consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CV’s, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.). Selection will be based on qualifications and experience stipulated below.

2. Responsibilities
The purpose of the Project Coordination Unit (PCU) Procurement Specialist is to provide technical support to the Project Implementation Units (PIUs) in all procurement related issues related to the Project. Such support may include training to the PIU Procurement Specialists when needed and providing on-the-job technical support as needed on issues such as use of the World Bank Systematic Tracking of Exchanges in Procurement (STEP), bid evaluations etc. The Procurement Specialist is expected to coordinate closely with the World Bank, ministries of public works (MoPW) and the PIUs. The PCU Procurement Specialist ensures overall quality of all procurement documents sent to the World Bank (Terms of References, Requests for Quotations/Proposals, draft contracts and other specific tasks detailed in the Terms of Reference (TOR) that can be found at www.mpwr.gov.so or can be provided submission of application (in person or by e-mail).

3. Selection Criteria: The selection shall be based on qualification, experience and skills of the candidate and followed by an interview. The qualifications, experience and competencies include:
Required qualifications and experience

The following qualifications and experience constitute the minimum required for this role.

- A Master Degree with a major in relevant discipline in Procurement Supply Chain Management, Engineering, Business, Finance, Accounting, Commerce or equivalent or a University Degree in relevant discipline with professional qualification (final examination of the Chartered Institute of Purchasing and Supply or equivalent)
- At least 10 years of direct experience including expertise in the management of procurement in the public or private sector.
- Minimum of at least 5 years of experience in implementing procurement action according to international development organizations guidelines such as World Bank, African Development Bank, United Nations etc. for procurement of goods, works and services.
- Ability to interpret technical specifications and drawings for civil works similar to the planned scope of SURP II
- Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint), including database use is required
- Excellent written and oral communication skills in English, to deliver technical financial documents, and reports
- Work experience with procurement for infrastructure investments
- Work experience in conflict-affected countries
- Proven understanding of Somali context of urban resilience will be an added advantage.

4. Duration and location of assignment

The SURP-II Project is already effective and is expected to close on 31 December 2024. The duration of the assignment is renewable one year with a trial period of three (3) months. The renewal is not validated until after the satisfactory performance evaluation approved by the Employer and World Bank and availability of budget. The position is stationed in Mogadishu.

5. Selection Method


A Consultant will be selected in accordance with the Individual Consultant method set out in the World Bank Procurement Regulations.

Interested consultants may obtain further information including detailed Terms of Reference at the following website www.mprw.org.so and email address pcurecruitment@gmail.com and dg@mpwr.gov.so during office hours, Saturday to Thursday between 8:00am and 15:00pm.

Expressions of Interest must be delivered electronically to the above email address by 17 JUNE 2020 at 15:00 PM and mention “Expression of Interest for Procurement Specialist, PCU-SURP II Project”.
Ministry of Public Works Reconstruction & Housing

Somali Urban Resilience Project Phase two – SURP II

Project Coordination Unit - PCU

Terms of Reference for PCU Procurement Specialist

1.1 PCU Procurement Specialist

Summary of role

The purpose of the Project Coordination Unit (PCU) Procurement Specialist is to provide technical support to the Project Implementation Units (PIUs) in all procurement related issues related to the Project. Such support may include training to the PIU Procurement Specialists when needed and providing on-the-job technical support as needed on issues such as use of the World Bank Systematic Tracking of Exchanges in Procurement (STEP), bid evaluations etc. The Procurement Specialist is expected to coordinate closely with the World Bank, ministries of public works (MoPW) and the PIUs.

The PCU Procurement Specialist ensures overall quality of all procurement documents sent to the World Bank (Terms of References, Requests for Quotations/Proposals, draft contracts etc.).

Procurement of the following main contracts is envisaged:

- Small Works (Constructions of Roads);
- Consultancies Services (Feasibility Study, Design, Preparation of detailed designs and bidding documents for community roads, supervision of construction off community roads and Technical Assistance (TA) consultancy services as needed);
- Non consulting services, and
- Goods (Office Equipment, Vehicles and Office supplies).

Reporting structure

The PCU Procurement Specialist reports directly to the PCU Program Coordinator and has technical advisory role for all procurements made by the PCU and the PIUs.

The organigram below indicates in blue the structure of the matrixed procurement function in SURP II.
Context of the Project

SURP II Project Development Objective

“To strengthen public service delivery capacity of local governments and increase access to urban infrastructure and services in selected areas.”

Project Components and implementation arrangements

Building on the Somalia Urban Resilience Project I (SURP), the second phase has been designed as an urban resilience project that aims to deliver prioritized infrastructure in cities, use country PFM systems at the sub-national level and strengthen municipal government capacity. SURP II will scale up investments within cities where the SURP is currently operational - Mogadishu, Garowe, Kismayo and Baidoa and lay the groundwork for expansion to cities in Galmudug and Hirshabelle states. There are four components: (i) Urban Infrastructure and Services; (ii) Institutional Strengthening and Analytics; (iii) Project Management and Capacity Building; and (iv) Contingent Emergency Response.

Scope of Work

PCU Procurement Specialist will be responsible for the activities related to procurement of goods, works and consultancy services to be implemented according to The World Bank Procurement Regulations for IPF Borrowers dated July 1, 2016 (revised November 2017 and August 2018). In particular, the Procurement Specialist will carry out the tasks detailed below for activities implemented directly by the PCU.
and will assist the PIUs with carrying out the tasks detailed below for activities implemented by the PIUs, and other tasks as necessary:

- Develop procurement procedures and tools, compliant with World Bank Procurement Regulations for IFP Borrowers 2016 and the SURP II Project Implementation Manual, to support PCU and PIU throughout the identification of needs and procurement planning, preparation of specifications/requirements, budget considerations, selection, contract award and contract management

- Design and deliver practical procurement training to the PIU Procurement Specialists on SURP II procurement procedures and tools, and providing on-the-job technical support as needed on issues throughout the procurement process in close coordination with the World Bank

- Ensure that procurement procedures are carried out by the PCU and PIUs in accordance with the defined policies and procedures

- Develop and maintain 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

- Support the PCU’s and the PIUs’ procurement planning and preparation by, for example preparing and harmonizing across all PIUs to the extent possible the General Procurement Notice (GPN), Request for Expressions of Interest (REOIs), Specific Procurement Notices (SPNs), Request for Bids (RFBs) or Requests for Proposals (RFPs), Terms of References (TOR), and other solicitation documents

- Lead the procurement process for procurements where the PCU is the contracting party as per the procurement plan

- Act as the secretary of each evaluation committee for procurements performed by the PCU; ensuring that the appropriate guidelines are followed to arrive at the recommendations for award of contracts

- Manage contracts where the PCU is the contracting party, through for example ensuring the timely receipt of the goods and consultant's status reports

- Support the PCU and the PIUs, including technical personnel and project leadership in the management of contracts, and the maintenance of the contract register

- Review monitoring data and findings provided by the engineering supervision consultants on the implementation of the project’s procurement plans for each PIUs, including closely monitoring the progress of pending procurement activities in STEP

- Manage the documents and critical records produced throughout the procurement process, such as correspondence, bidding documents, evaluation reports and other documents related to the project. Contribute to preparing the progress reports by reporting on progress of the PCU and the PIUs on their respective procurement sub-plans
• Support independent reviews for the PCU and PIU procurements, and coordinate contributions of the PIU Procurement Specialists in their completion

• Contribute as needed to the Quarterly reports and other reporting (in English) as requested by the Program Coordinator

• Attend to procurement queries, disputes and complaints as they may arise during the procurement processing as well as lodging complaints.

• Identify all possible inherent risks related to procurement, especially those related to fraud and corruption and propose appropriate measures to mitigate them.

• Establish and maintain a central procurement filing system and implement mechanisms to ensure that all related documents are included and are safe in the respective procurement files to ensure ease of retrieval of information.

• Undertake additional duties as reasonable directed by the Program Coordinator for the better implementation of the Project

**Duration and location of assignment**

The SURP-II Project is already effective and is expected to close on 31 December 2024. The duration of the assignment is renewable one year with a trial period of three (3) months. The renewal is not validated until after the satisfactory performance evaluation approved by the World Bank and availability of budget.

The position is stationed in Mogadishu at the Federal Ministry of Public Works, with travel required throughout Somalia to cities where Project works are managed undertaken.

**Required qualifications and experience**

The following qualifications and experience constitute the minimum required for this role.

• A Master Degree with a major in relevant discipline in Procurement Supply Chain Management, Engineering, Business, Finance, Accounting, Commerce or equivalent or a University Degree in relevant discipline with professional qualification (final examination of the Chartered Institute of Purchasing and Supply or equivalent)

• At least 10 years of direct experience including expertise in the management of procurement in the public or private sector.

• Minimum of at least 5 years of experience in implementing procurement action according to international development organizations guidelines such as World Bank, African Development Bank, United Nations etc. for procurement of goods, works and services.

• Ability to interpret technical specifications and drawings for civil works similar to the planned scope of SURP II

• Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint), including database use is required

• Excellent written and oral communication skills in English, to deliver technical financial documents, and reports
• Work experience with procurement for infrastructure investments
• Work experience in conflict-affected countries
• Proven understanding of Somali context of urban resilience will be an added advantage.

**Deliverables**

• Monthly procurement status;
• Quarterly Reports to the Program Coordinator. The quarterly reports should cover interventions and activities conducted in the reporting period.
• Updating Procurement plan of the project and its execution report based on the approved plan.
• An updated record of the fixed asset register of the whole project (continuous);
• Updating of the Annual Procurement Plan;
• Annual procurement status report.

**Input/facility by the Client**

The client will provide office space with necessary furniture and other facilities such as printing facility etc. to enable the consultant to perform day-to-day work. The Client shall also provide soft and hard copies of any existing procurement manuals if any on signing of the contract.

**Selection Method**