

TERMS OF REFERENCE FOR PROCUREMENT OFFICER - LOCAL (PROJECT: ROAD INFRASTRUCTURE PROGRAMME SOMALIA)

1. Project Background

The Federal Government of Somalia (hereinafter called Grant Recipient) has applied for financing from the African Development Bank (AfDB) and the European Union toward the cost of the Road Infrastructure Programme Somalia, and intends to apply a portion of the proceeds of the grant to eligible payments under the contract for the consultancy services for the Technical Assistant (TA) to the Ministry of Public Works, Reconstruction and Housing (MPWR&H) in Somalia.

Road Infrastructure Programme Somalia has the strategic objectives to improve: (i) the management of the road sector at the national level through technical assistance and capacity building, and (ii) transport connectivity for road users through road rehabilitation and construction works.

The roads identified for intervention (in the Federal Member States of Galmudug, Hirshabelle, Jubaland and Puntland) are: (i) 82km (BeledWeyne-Kalabeyr 22km; and Dhusamareb-Qaradhi 60km) of the existing 327km, 7.3m wide BeledWeyne-Galkayo paved road, (ii) 85 km (Galkayo-Faratoyo) of the existing 240km, 7.3m wide Galkayo-Garowe paved road, (iii) existing 80km, 7.3m wide Luuq, Ganane-Dolow earth road, and (iv) 100 km, 7.3m wide Galkayo-Elgula (part of 241km Galkayo-Hobyo feeder road).

The MPWR&H, therefore, is seeking to recruit an experienced Procurement Officer who will support the MPWR&H in the preparation, supervision and monitoring of procurement tasks, provide quality technical assistance as well as assist with capacity building and strengthening of the MPWR&H. The Procurement Officer will also assist the MPWR&H in the day-to-day project administration and procurement management relating to procurement of goods, services, and works.

2. Overall purpose

The overall purpose is to contribute to the effective implementation of policies and programs/projects in Somalia through participation in the areas of policy dialogue, monitoring and supervision of infrastructure development in close collaboration with the national authorities, implementing/development partners and other stakeholders.

3. Job Summary

The Procurement Officer will assist with planning, co-ordination and control of the project procurement activities in accordance with the procurement plan, financing agreement and project documents. The Procurement Officer will ensure timely procurement of works, goods and services in accordance with the Bank's procurement rules and procedures.

4. Key Duties and Responsibilities

- Carry out day-to-day procurement duties of the project in the MPWR&H as directed by the delegated officer of the MPWR&H

- In consultations with the designated officer in the MPWR&H, review, modify (where appropriate) and monitor implementation of the project procurement plan.
- Ensure that procurement procedures are in compliance with the Bank's Procurement Policy and that the provisions of the Project Implementation Manual are adhered to
- Assist with preparation and publication of general procurement notice (GPN) and specific procurement notice (SPN), and invitation for bids
- Assist with preparation of Request for Expressions of Interests (REOIs), Request for proposal (RFP) for consulting services, bidding documents for acquisition of works and other documents based on the Bank's rules, procedures and guidelines for procurement of goods, works and consultancy services
- Provide support in organising pre-bid and pre-proposal meetings and coordinate receipt of bids and proposals (technical and financial). Participate in the opening of bids, proposals and expressions of interest
- Participate in evaluation of expressions of interest, quotations, bids and proposals (technical/financial) and contribute in preparing bid and proposal evaluation reports
- Make arrangements and participate in contract negotiations for consultancy services, goods and works and in technical discussions for works where applicable
- Contribute to preparation of draft contract for Bank's consideration and ensure timely signing of contracts. Inform the AfDB, EU Delegation and the Government of any event likely to affect or delay the progress of the project
- Support capacity building efforts and mentor colleagues by sharing knowledge on procurement of goods, works and services
- Participate in consultation/stakeholder workshops including consultation/stakeholder workshops to be held by Design Consultants and other Consultants.
- Participate in validation workshops to validate: i) preliminary engineering designs, studies and reports; and ii) detailed engineering designs/studies, draft final reports, draft bidding documents, technical specification, etc.
- Participate in review of deliverables submitted by consultants (inception report, draft final report, final report, master plan, environmental and social, surveys and design reports, technical specifications, summaries, etc.)
- Prepare work plan, inception report, procurement monthly progress reports, quarterly progress reports, annual reports, etc. Prepare procurement presentations, reports and briefs as required by the designated officer of the MPWR&H
- Participate in contract monitoring and administration, track contracts being processed, identify constraints, challenges and issues especially deviations from agreed procurement schedules and seek to resolve issues in a timely manner in consultation with the MPWR&H
- Provide support in setting up a filing and record keeping system that ensures that procurement records are easily retrievable and available for independent procurement reviews or procurement audits
- Carry out any other duties as may be assigned from time to time
- Maintain complete procurement files and records including all correspondence related to procurement activities. Prepare and update the Procurement and Contract Register
- Report immediately to the Government, the Bank and the EU Delegation to Somalia any noted fraud and corruption or governance issues with staff, bidders and consultants

5. Qualifications, Skills and Experience

- a) A University Bachelor's Degree in Engineering, Purchasing, Law, Business Administration, Development/Social Study, or a related discipline from a recognised university and at least 6 years work experience in procurement. OR, Masters' degree in Engineering, Law, Business Administration, Procurement, Purchasing and Logistics, Project Planning and Management, from a reputable university and at least 4 years' experience in procurement, OR a University Bachelor's Degree in Engineering, Law, Business Administration, Development/Social Study, or a related discipline from a recognised university together with a professional qualification related to procurement and have at least 6 years' experience in procurement.
- b) At least 3 years working on large value civil works and consultancy services procurements
- c) Experience in procurement procedures and rules of Development Partners (e.g., European Union, AfDB, World Bank, Islamic Development Bank, etc.) is an essential requirement
- d) Computer literacy in standard software such as Microsoft Office (Word, Excel, Access, PowerPoint, Outlook, etc.) is mandatory
- e) Experience in preparation of construction and consultancy bidding documents, evaluation reports and contracts is required
- f) Proven experience in managing civil works and consultancy services contracts and procurement planning is an essential requirement
- g) Excellent interpersonal, oral and written communication skills (English Language)
- h) Ability to work and deliver results in an environment with multiple and challenging tasks
- i) High level of integrity, confidentiality in handling public resources, must be highly motivated, innovative and a committed team player

6. Reports and Deliverables

The deliverables and their timescales are specified below. All reports and deliverables shall be written in English Language and delivered in electronic copies (Word Format and PDF) and in four (4) hard copies: 1 hard copy each to MPWR&H, AfDB, EU Delegation to Somalia and the PCU (Project Coordinating Unit) Project Manager/Coordinator. The Reports will be reviewed by stakeholders.

No	Deliverables	Timescales
1	Inception Report	14 days after start of the assignment
2	Monthly Progress Reports	Monthly: within 7days after the end of the reporting month
3	Quarterly Progress Reports	Quarterly: within 7days after the end of the reporting quarter
4	Annual Reports	Annually: within 7days after the end of the reporting year
5	Mission Reports	Within 3 days after return from mission
6	Draft Final Report	Within 21 days prior to end of contract
7	Final Report	Within 7 days after end of contract

Inception Report: outlining the approach and methodology and work plan to fulfil the Terms of Reference for the assignment. This will include a breakdown of work, timelines, risks, and an overview of stakeholders to be engaged during the assignment. The Inception Report shall be reviewed, discussed and agreed with the MPWR&H, AfDB and EU Delegation to Somalia and the PCU Project Manager/Coordinator.

Monthly Progress Reports: summarising progress and key achievements in the reporting month; planned activities for the coming month; problems identified and solution proffered during the reporting period.

Quarterly Progress Reports: updating activity and staff schedule showing actual against planned progress and achievement of deliverables; description of work completed in the reporting period and planned activities for coming quarter; summary of issues addressed; identifying potential problems, delays, etc.

Annual Reports: outlining progress against agreed work plan, activities and outcomes, challenges, risks and options to mitigate them; update on costs, recommendations.

Mission Reports: addressing mission discussions, decisions reached and actions points.

Draft Final Report: detailing actual progress against original planned activities, inputs, key issues raised and addressed during the assignment; outstanding issues; lessons learned and recommendations.

Final Report: updating Draft Final Report by incorporating comments, feedback and suggestions from the stakeholders. The report should be complete with objectives, methodology, key findings, and recommendations with annexes of relevant information.

7. Reporting

The Procurement Officer will work under the supervision and guidance of the designated officer in the the MPWR&H and in collaboration with the PCU staff, AfDB Somalia team, EU Delegation to Somalia.

8. Duration of Assignment

The input of the Procurement Officer will be 24 person-months. An initial Contract will be issued for a period of one (1) year, with a probation period of six (6) months and may be extended for a period of one (1) year and renewable annually subject to satisfactory performance, budget availability and operational needs.

9. Services and Facilities to be Provided by the Client

The Client will be responsible for provision of the following:

- Office space equipped with access to Internet, local telephone line, printers, personal computer, photocopier, fax machines and document binding
- General office supplies, stationeries
- Access to necessary documents

10. Remuneration

The Procurement Officer's remuneration will include their professional fees, accommodation, transport, medical fees, etc.

11. Duty Station

The Procurement Officer will be based in the MPWR&H, Mogadishu, Somalia and will be expected to travel frequently on missions within Somalia as may be required.

