



**WEST AFRICA REGIONAL FISHERIES PROJECT (WARFP – LIBERIA)**

**MINISTRY OF AGRICULTURE**

Bureau of National Fisheries

P. O. Box 10-9010

1000 MONROVIA 10, LIBERIA

**Grant No. P156759**



## **Request for Expression of Interest (REOI) for provision of Individual Consultancy Services as Procurement Specialist for WARFP**

### **1.0 BACKGROUND**

The Government of Liberia through the Ministry of Agriculture has received additional financing from the Global Environmental Facility (GEF) and Africa Catalytic Growth Fund (ACGF) of the World Bank in support of the West Africa Regional Fisheries Project (WARFP) in Liberia and intends to apply part of the proceeds towards the recruitment of Procurement Specialist.

### **2.0 OBJECTIVES OF THE ASSIGNMENT**

The objective of the assignment is to recruit a Procurement Specialist to work in the Project Implementation Unit (PIU) in implementing a procurement management system that adheres to the project management information needs and implementation requirement strategy.

### **3.0 SCOPE OF SERVICES**

The selected individual will carry out the following activities related to the project;

#### **3.1 Consultancy Services**

- Preparation of Terms of Reference for procurement of identified services
- Preparation of Request for Proposals for the service
- Evaluation of proposals and contract negotiation
- Seeking appropriate clearances for contract signature.
- Monitoring and reporting on consultants performance

#### **3.2 Goods and Civil works procurement**

- Preparation of tender documents for the procurement of goods and works.
- checking the adequacy of the bidding documents and their preparation,
- ensuring timely advertisements for tenders
- ensuring ready availability of the bidding documents for purchase by prospective tenderers,
- conduct pre-bid meetings where required,
- issuance of addenda to tender documents,
- keeping accurate records of public opening of bids,
- constitution of evaluation panels for evaluation and recommendation for award,
- seeking approval of award by the appropriate authority,
- Contract compilation and signing, including forwarding copies of the signed contract to appropriate agencies.

3.3 The Procurement Specialist, shall, *inter alia*, undertake the following

- (a) Review and update the established procurement management system based on the guidelines and procedures for the conduct of procurement of goods, works and services.
- (b) Review and update as needed the procurement management tracking system for the project to enhance monitoring and evaluation and the implementation of procurement activities.
- (c) 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;
- (d) Assist in preparing Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;
  - (e) Establish a register of qualified suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest.
  - (f) In consultation with the implementing agency(ies) and supporting technical officers, coordinate the preparation of Terms of Reference (TORs) in 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 participate in evaluation of expressions of interest for short lists and pre-qualification of suppliers and contractors where necessary;
  - (g) Support implementing agency(ies) in initiating the procurement processes, including those for International and Local Competitive Bidding procedures, ensuring compliance with agreed procurement methods' thresholds, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods,
  - (h) participate 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 in favour of the successful suppliers, contractors and consultants;
  - (i) In cases of procurement actions requiring Pooled fund Development Partners (PDs) "non-objection", coordinate the dispatch of procurement documents to DPs, monitor DPs' response time on the issuing of "no objections" at different levels of the procurement process and provide necessary follow-up;
  - (j) Participate in the selection of the Evaluation Panels, and assume the role of the Committee's secretary in recording the minutes of the meetings.
  - (k) Prepare the final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Technical Officers, Consultants, Suppliers, Contractors and DPs).
  - (l) Ensure timely receipt of suppliers' goods, handing over of contractors' works, and consultants' reports; confirming acceptability of goods and works delivered and/or executed respectively, and also acceptability of consultants' reports as reviewed, and recommending payments to the services providers, i.e. suppliers, contractors and consultants, as they fall due;
  - (m) Establish a performance monitoring database for all suppliers, contractors and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
  - (n) Carry out any other relevant periodic duties that may be assigned by the Project Coordinator.

#### **4.0 REPORTING AND TIME SCHEDULES**

4.1 The assignment is expected to initially cover 6 months and is renewable, subject to satisfactory performance and availability of funding. The Procurement Specialist shall report to the Project Coordinator of WARFP. The Procurement Specialist shall work closely with the Procurement Specialists in the Ministry of Agriculture, Infrastructure Implementation Unit (IIU) at the Ministry of Public Works, other relevant agencies, and other technical officers responsible for project activities.

#### **4.2 Deliverables**

- Annual procurement plans and periodic updates of same.
- Minutes of meetings held throughout the process for procurement, including short-listing, evaluation, interview and negotiation and bid openings all duly signed by panel members/participating parties.
- Quarterly, Semi-Annual and Annual procurement reports as inputs into the Project Management Reports and, in addition, will prepare other reports, as and when needed.
- Procurement Documents and Reports (Bidding documents, Request for Proposals, Evaluation Reports, Draft Contracts, etc)

## **5.0 QUALIFICATION OF THE PROCUREMENT SPECIALIST**

5.1 The Procurement Specialist will have not less than 5 years experience in the conduct of procurement, project management and experience in donor funded projects. The Procurement Specialist will have the following minimum educational and professional qualifications and experience:

- Master degree in Public Procurement Management or other relevant disciplines (e.g. Business, Law, Finance, Engineering, Public Administration or other relevant university degree, etc.) with a minimum of 5 years' experience in procurement and contract management with World Bank finance projects;
- Must be familiar with procurement guidelines policies and procedures of multilateral financial institutions (e.g. the World Bank) and Liberia Public Procurement & Concession Act and good knowledge of technical, and commercial aspects of procurement;
- Professional Procurement Certificates or Diplomas from recognized institutions;
- Excellent skills in project management and communications, both written and oral, demonstrated in previous jobs;
- Experience in carrying out procurement training is desirable.
- Proven track record in working effectively within multidisciplinary teams.

## **DURATION OF ASSIGNMENT**

An initial Six (6) months contract, subject to review and possible extension, based on satisfactory performance and availability of funding.

## **DUTY STATION: Monrovia**

The attention of interested Consultants is drawn to paragraph **1.9** of the World Bank's Guidelines: Selection and Employment of Consultants (under IBRD Loans and IDA Credits & Grants) by World Bank Borrowers January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A consultant will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours from **9:00am to 16:00pm**.

Expression of Interest must be hand delivered to the address below or to the under listed

E-mail addresses **on or before 5<sup>th</sup> December 2016**.

**Mr. Yevewuo Z. Subah**

**Project Coordinator**

**WARFP Liberia**

**PMU-University of Liberia, Fendell Campus**

**Montserrado County, Liberia**

**E-mail addresses:**

**[yevewuoZsubah@yahoo.com](mailto:yevewuoZsubah@yahoo.com)**

**[farapha3bc@yahoo.com](mailto:farapha3bc@yahoo.com)**