REQUEST FOR EXPRESSION OF INTEREST FOR INTERNATIONAL PROCUREMENT SPECIALIST

1. Background
The Government of Liberia has received a grant equivalent to USD 47 million from the International Development Association (IDA) to implement the Improving Results in Secondary Education (IRISE) project. The Project duration is four years. The Ministry of Education (MoE) is the IRISE implementation agency responsible for the project execution and results monitoring. The implementation will be overseen by the Ministry’s Senior Management Team (SMT).

The Project responds to the Government of Liberia’s prioritization of improving equitable access to, and quality of, secondary education. This will be achieved through a set of activities that are grouped into the five components:

- Improving access and learning environment at the senior secondary level
- Increasing opportunities for girls to transition to and complete senior secondary education
- Improving Quality and Relevance of Senior Secondary Education
- Capacity building, technical assistance, project coordination, and monitoring and evaluation
- Contingency Emergency Response Component (CERC)

2. OBJECTIVES OF THE ASSIGNMENT
2.1 The objective of the assignment is to support the Ministry of PDT with major procurement activities, train and advice the PDT and MOE procurement staff on World Bank procurement procedures, international good practices, procurement management and other related tasks.

3. SCOPE OF SERVICES
3.1 The International Procurement Specialist working under the direction of the PDT Project Coordinator shall be responsible for reviewing, supporting, advising and providing training for the MoE Procurement Staff who will be attached to the Project through mentoring, handholding and coaching throughout the assignment and conduct the tasks identified below by applying sound technical practices and methods, specifically with regard to the acquisition of technical and complex services and works. The GPE project has on boarded a Procurement Specialist (PS) with limited experience in World Bank-funded procurement. During the one-year assignment, the International Procurement Specialist (IPS) is expected to build the capacity of the MoE Procurement Staff through mentoring, handholding and coaching and also mentor and sharpen the knowledge of the
National Procurement Specialist in the application of World Bank regulations and procedures. A well-executed training and mentoring program will be a hallmark of this assignment.

3.2 The specific activities of the International Procurement Specialist shall include but not limited to the following:

a) Review all available project documents to familiarize with project activities and support the MoE Procurement Staff who will be attached to the Project and the National Procurement Specialist in establishing procurement procedures for the management and implementation of the project;


c) Support establishment and maintenance of 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, authorized agents or the World Bank staff during post-procurement reviews (PPRs);

d) Participate in the preparation of the Project’s Annual Work Plan and Procurement Plan with relevant PDT staffs.

e) Support the MoE Procurement Staff who will be attached to the Project and the PDT Procurement Specialist in the procurement of complex and technical services.

f) Ensure that procurement activities are carry out per the WB Bank Procurement Regulation and in a timely manner to ensure complete execution of contracts within the contract duration

g) Support achievement of project development objectives for the benefit of the country.

h) Ensure that each procurement approach and selection process is in agreement with Project Procurement Strategy for Development (PPSD) cleared by Bank, while ensuring integrity.

i) Provide expert support to the relevant technical department in the preparation of TORs and or technical specifications for the procurement of goods and services, including, supports to the MOE on, advertising and publication, receipt of bids, bid openings, evaluation, response to inquiries and complaints from bidders and MOE response, award of contract and contracting process, and amendments;

j) Review and advise on the establishment of a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;

k) Provide templates for and guide the procurement staff in preparation of semi-annual and annual procurement reports as inputs to the Project Management Reports (PMR)

l) Provide expert support and training to the MoE Procurement Staff and the PDT Procurement Specialist, other PDT staff as needed, and MOE staffs involved in the project as outlined in the Project Implementation Manual (PIM), including training to address: (i) staff...
weaknesses that may be identified as part of the supervision or; (ii) training needs expressed by staff involved in procurement processes;

m) Liaise with the Public Procurement and Concession Commissions’ offices as and when required

4. DURATION OF ASSIGNMENT:

The International Procurement Specialist position is for a period of eighteen (18) months, with the likelihood of renewal on as needed basis after the contractual period based on performance and availability of funding. There shall be probation and annual evaluation to determine continuation of contract.

5. QUALIFICATION AND EXPERIENCE OF PROCUREMENT SPECIALIST:

5.1. The International Procurement Specialist must have the following minimum educational and professional qualifications and experience:

a) Master’s degree in public Procurement Management or other relevant disciplines (e.g. Business, Law, Engineering, Public Administration, Management or other relevant university degree) with a minimum of 6 years’ experience in procurement and contract management in the public sector.

b) Bachelor’s degree in relevant discipline (e.g. Business, Law, Engineering, Public Administration, Management or other relevant university degree) with a minimum of 16 years post-graduate experience in procurement and contract management in the public sector.

c) Minimum of 5 years of relevant work experience working for World Bank Funded project is required, or any other project funded by a multilateral international organization.

d) Professional qualifications in procurement from a recognized institution (e.g. Chartered Institute of Purchasing and Supply (CIPS), Institute of Supply Management (ISM) USA, or the Intensive Procurement Training Program, Liberia), will be an advantage.

e) Experience in public sector procurement management system is preferred but not a requirement.

f) Consultant must have professional experience of training and presentation.

g) Excellent communication skills, both written and oral.

h) Proven record of satisfactory performance of similar assignments in the region or any country in the Sub-Sahara Africa.

i) Proven record of working effectively within multi-disciplinary teams.

j) Proven record of high integrity and honesty in working effectively within multidisciplinary teams.

k) Computer literacy, including advanced Microsoft Office skills (Excel, PowerPoint, Word) and database management are required.

Detailed Terms of Reference can be assessed at: 181219_ToR_for_IRISE_IPS-Final.pdf
Interested consultants may obtain further information from the address below from Monday to Friday, December 20, 2019, between 8:00 a.m.-4:00 p.m daily. Deadline for submission of application is Friday, January 10, 2019, not later than 1600 GMT.

Expression of Interests can be electronically transmitted by the deadline specified above to: procurement.gpeg2b@gmail.com; or via hard copy to the below address and marked “Ref: International Procurement Specialist, LR-MOE-138791-CS-INDV”.

Note: Only applicant(s) with the required qualifications and relevant experience will be shortlisted and contacted for interview. Female professionals are strongly encouraged to apply.

Attention:

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HIRING OF AN INTERNATIONAL PROCUREMENT SPECIALIST (IRISE) PROJECT