**TERMS OF REFERENCE FOR TECHNICAL ASSISTANT/ PROCUREMENT SPECIALIST**

**BACKGROUND**

The Federal Government of Somalia (hereinafter called Grant Recipient) has applied for financing from the African Development Bank toward the cost of the Road Infrastructure Programme (RIP) 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 to the Ministry of Public Works, Reconstruction and Housing (MPWR&H) in Somalia.

In order to ensure that the project is implemented successfully, a well experienced staff should be available to assist in day-to-day administration. In this regard, MPWR&H is therefore determined to enhance its capacity by engaging an expert in project administration and procurement management.

**Job Summary:** The procurement specialist will be responsible for planning, co-ordination and control of the project procurement activities in accordance with the procurement plan, financing agreement and project documents. The procurement specialist will guarantee timely acquisition of works and services to the required specifications and consistent with the overall project budgets and objectives.

**Key Duties and Responsibilities**

* Ensure timely preparation/updating, and submissions of the project procurement plan for review and approval by the Bank
* In consultations with the user departments/user focal points of procurement, review, adjust (where applicable) and monitor the implementation of the project procurement plan
* Verify that procurement requests are in accordance to the approved procurement plan
* Ensure that procurement procedures are in line with the Bank’s Procurement Policy and the provisions of the Project Implementation Manual are followed
* Prepare and publish general and specific procurement notices/ invitation for bids and work closely with user departments to ensure that Terms of Reference or technical specifications are obtained timely from relevant technical departments and beneficiaries
* Prepare bidding documents for acquisition of works and the Request for Expressions of Interest (REoIs) and Request for proposal (RFP) for consulting services, consultant’s shortlists and other documents based on relevant procedures for the procurement of Works and consultant services
* Lead the bidding and selection processing, including organizing pre-bid or pre-proposal meetings, providing clarifications, coordinating the Receipt of bids/proposals, leading and participating in the opening of bids/proposals/ expressions of interest.
* In close consultation with User Departments, participate in Evaluation of Expression of Interest, Quotations, Bids and Proposals
* Coordinate/make arrangements and participate in contract negotiations for consultancy services and technical discussions for works where applicable to provide technical guidance
* Prepare draft contract for Bank’s consideration ensuring timely signing of contracts
* Support capacity building efforts and mentor colleagues by sharing knowledge on procurement of works and services
* Ensure that timely clearance of procurement documents by the Bank
* Preparation of Procurement progress reports at a minimum on monthly basis, highlighting among others the progress on processing various contracts, constraints met and any other issues that require Management attention
* Participate in contract monitoring and administration, liaise with the technical departments to ensure procurement contracts are efficiently managed, monitored and executed on time in order to get the value for money
* Monitor and track contracts being processed, identify constraints/challenges/issues especially deviations from agreed procurement schedules and seek to resolve issues in a timely manner in appropriate consultation with Management
* Maintain complete procurement files and records including all correspondence related to procurement activities.
* Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded)
* Enhance efficiency and effectiveness of the Procurement Data Management system and in particular set up a filing and record keeping system that ensures that procurement records are easily retrievable and available for independent procurement reviews or procurement audits
* Prepare procurement inputs to project quarterly progress reports
* Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations
* Report immediately to the Management any noted fraud and corruption or governance issues with staff, bidders and consultants
* Carry out any other duties as may be assigned from time to time

**Qualifications, Skills and Experience**

1. The ideal candidate must hold a university Degree in Architecture, Engineering, Economics, Business, Law, Procurement, Supply Chain Management, Commerce or a related discipline, and a post graduate degree in Procurement, Economics, Business Administration, Project Planning and Management from a reputable University
2. A professional qualification in procurement will be an added advantage
3. At least ten years’ experience in public procurement with at least five (5) years working on high value civil works and consultancy services procurements using Development Partners’ procurement guidelines (such as AfDB, World Bank, EU, Islamic Development Bank, BADEA)
4. Computer literacy skills are mandatory
5. Experience in the preparation of construction and consultancy bidding documents, evaluation reports and contracts is required
6. Excellent interpersonal, oral and written communication skills
7. Ability to work and produce accurate results in an environment with multiple and challenging tasks
8. A person of high integrity, confidentiality in handling public resources, must be highly motivated, innovative and a committed team player

**Reporting**

The Technical Assistant will report to the Director General of the MPWR&H

**Duration of Assignment**

The input of the Technical Assistant will be 36 man-months

**Remuneration**

The TA’s remuneration will cover for his professional fees, accommodation, transport, medical fees, etc.