REQUEST FOR EXPRESSIONS OF INTEREST/APPLICATIONS

Project: Somali Urban Investment Planning Project (P150374)
Assignment Title: Project Implementation Unit to support Garowe Municipality
Type of Appointment: Individual Consultants
Duration: One year (with possibility of extension)
Duty Station: Garowe (Puntland State), Garowe Municipality
Expected Start Date: October 2016
Reference No.: PL/SUIPP/Serv/2016/01-03

The Puntland State of Somalia has received a grant from the World Bank (WB) administered by the Multi-Partner Fund (MPF) to finance the cost of the Somali Urban Investment Planning Project (SUIPP) which will support feasibility, assessment and preliminary design studies for urban investment activities, in the municipalities of Mogadishu, Hargeisa and Garowe. The SUIPP comprises a “project to prepare a project”. The main project – to be prepared by SUIPP -, called the Somali Urban Development Project (SUDP), has an estimated budget envelope of US$86.11million intended for support by the MPF.

The Garowe Municipality shall be responsible for the day-to-day implementation of the Project including financial management, procurement and monitoring and evaluation and the Recipient shall take all necessary steps to ensure that the Garowe Municipality project coordination unit is maintained throughout Project implementation with institutional structure, functions and powers, and resources adequate to carry out its responsibilities under the Project.

The activities to be undertaken by the recipient under SUIPP comprise of the enhancement of project preparation and implementation capacity through the hiring, training and equipping core specialists who will be charged with managing the implementation of the SUDP. The Garowe Municipality will implement these activities with procurement and financial management support of the EAFS and in accordance with the Grant Agreement between the Federal Government of Somalia and the International Development Association (acting as administrator of the Somalia Multi-Partner Fund), the Subsidiary Agreement between the Federal Government of Somalia and the Puntland State of Somalia and the Implementation Agreement between the Puntland State of Somalia and the Garowe Municipality.
The Garowe Local Government Administration Office invites applications from qualified candidates for the following positions in the Project Implementation Unit.

- Post Title: **Project Financial Management Specialist** - PL/SUIPP/Serv/2016/01
- Post Title: **Project Procurement Specialist** - PL/SUIPP/Serv/2016/02
- Post Title: **Project Engineer** - PL/SUIPP/Serv/2016/03


Expressions of interest/applications and attachments: a CV, two referees and scanned copies of testimonials must be delivered to the address below (in person, by mail, or by e-mail to hr.gmrecruitment2016@gmail.com) by **1500 hours on Wednesday the 12th of October, 2016**

**Attention:**
Hassan Mohamed Isse
Office of the Mayor
Garowe Municipality
Municipality Road, Garowe
Puntland State of Somalia.
I. Project Background

The Somali Urban Investment Planning Project (SUIPP) will support feasibility, assessment and preliminary design studies for urban investment activities, which could be funded from a Multi Partner Fund (MPF), in the Garowe municipality.

In order to establish sufficient capacity to prepare and then implement the SUDP, technical assistance for the Garowe Municipality will need to be recruited under SUIPP comprising a, **full-time financial management specialist**, (FS). The FS will undertake the role and responsibilities as set out above and in the Scope of Work section of these TORs.

II. Objective of the Assignment

The objective of the assignment is for the SUIPP Financial Specialist (FS) to perform all necessary financial management (FM) activities under SFF-LD for the period of the assignment. The FS will work in close coordination with the External Assistance Fiduciary Section (EAFS) within the Ministry of Finance, Office of the Accountant General. The FS will manage the financial management activities of the project in strict compliance with: (i) EAFS Manual (ii) the requirements of the Agreement between the World Bank and the Government; (iii) Project Appraisal Document (PAD) iv) the Project Implementation Manual (PIM) for this project which is based on appropriate financial management best practice and international accounting standards.

Responsibilities of the FS include:

1) Maintain all accounting records in line with approved accounting standards and in line with the World Bank’s and Government’s regulations;
2) Render periodic reports, (i.e. monthly/quarterly/annually) in the formats approved by the World Bank and FGS and in line with the project documents and financing agreement;
3) Ensure that disbursements are made in accordance with approved annual budgets and work plans together with the Project management;
4) Ensure that all payments are done in accordance with good accounting practices and in line with the project objectives and financing agreement;
5) Where applicable, ensure that the required the World Bank No Objection letters relating to an expenditure have been rendered by the Bank before effecting payment;
6) Ensure prompt release of funds once approved to beneficiaries;
7) Ensure that required accounting and submissions of returns by beneficiaries who receive advances are fully supported, complete, accurate and timely;
8) Maintain relevant books and records for the Project that reflects the components and activities;
9) Ensure that the filing system of the accounting records are satisfactory at all times and they are easily retrievable for reviews and audit purposes;
10) Ensure that all accounting records are updated promptly;
11) Prepare monthly bank reconciliations for the project bank accounts, including designated and project accounts;
12) Ensure financial reports are prepared in accordance with agreed formats and in line with the financing agreement;
13) Prepare Unaudited Quarterly Financial Reports (IFRs) and Annual Financial Statements for all Project Funds are prepared and analyzed according to the categories and project components as appropriate, and provide timely reporting of any material variances;
14) Together with the SUIPP Coordinator, maintain, develop and update the financial procedures manual on a regular basis;
15) Liaise with the internal/external auditors to get project financial statements audited and follow up any audit queries/management letters;
16) Follow up on “No Objection” from the Bank’s Procurement Specialist where not available and ensure they are properly filed as part of the accounting records;
17) Ensure that no project category/component is overspent without proper authorization from the World Bank;
18) Working with other project staff, prepare annual work plans and budgets. In addition review all aspects of the Project work plans and budgets based on the results of operations and changing economic conditions and recommend corrective measures to the management;
19) Initiate corrective measures to address internal financial shortcomings and irregularities as the need arises;
20) Establish and enhance as appropriate, systems of internal control (goods, works, services, fixed assets, civil works);
21) Prepare, monitor and interpret cash flow forecasts in consultation with the Head of the PCU;
22) Analyze changes in the forecast and advise the project management accordingly;
23) Ensure compliance with operating procedures of Government and the World Bank, e.g. Procurement, Disbursements, Designated Accounts, SOEs, IFRs, Special Commitments etc.;
24) Monitor, in conjunction with the Procurement Specialist financial management aspects of consulting services and other procurement contracts;
25) Brief the SUIPP Coordinator on capacity development progress being achieved;
26) In conjunction with the SUIPP Coordinator, the SUIPP Procurement Specialist monitor performance against agreed Financial Performance Indicators;
27) Prepare quarterly and final reports at the end of the contract period outlining achievements, challenges and recommendations pertaining to the financial management function;
28) Keep abreast of changes in financial regulations and legislations and ensure the accounting staff is updated on new developments.
29) Identify key emerging gaps and fiduciary risks that inform the need to revise the EAFS manual and PIM.
30) Reports and other documents shall be submitted in English.

III. Period of Performance
The SUIPP Project is expected to begin 1st October 2016 and close 30 June 2017. The FS contract will be for approximately 9 months. Follow on implementation of SUDP is planned and the FS contract is eligible for possible extension. Contract extensions shall be based on performance that shall be reviewed and cleared by the Bank. All the monthly invoices submitted for payment shall be accompanied by duly approved timesheet by the Project Coordinator.

IV. Deliverables
The assignment will be managed through a work plan process allied to the quarterly program work plan. Reports and other documents shall be submitted in English. Deliverables include:
i) Within the first two weeks of the contract and in full consultation with the PIU Coordinator, prepare a clear work plan on financial management and disbursements and share with the
implementing entities and the World Bank. The work plan shall be formally approved by the Project Coordinator and submitted to the World Bank. Refer to Annex I for a sample work plan reporting template.

ii) Report regularly to the PIU, implementing entities and to the World Bank on key issues affecting the operations of the project financial activities;

iii) Prepare quarterly Interim unaudited Financial Reports (IFRs) which will be submitted to the PIU and the World Bank not later than 45 days after the end of the month or quarter to which the report relates;

iv) In consultation with the EAFS, prepare Annual Financial Statements for financed projects, within two (2) months after the end of the fiscal year to which they relate. These Annual Financial Statements to be submitted must be ready for audit.

v) Prepare summary quarterly progress report on the assignment in the context of the approved work plan. The work plan should identify key milestones and related tasks undertaken within the quarter, emerging risks and challenges, recommendations to mitigate the risks and a projection of the key activities to be undertaken in the ensuing periods. In particular, the report should highlight key financial management knowledge transfer, capacity development and trainings undertaken to the counterpart financial management staff. Refer to Annex II for a sample summary quarterly reporting format. All the quarterly progress reports should be approved by the Project Coordinator and maintained in project files.

V. Qualifications

a) Degree in accounting, finance or business administration (accounting);

b) Registered part professional qualification in financial management, registered by and attained final qualification of any financial management related recognized professional body e.g. CIPFA, IPFM, ACCA, CPA etc.;

c) At least 5 years of experience in audit or financial management;

d) Preferably at least 2 years of post-qualification experience in financial management directly relevant to public sector and/or international development organization;

e) Experience of project financial management in a developing country; experience in a fragile state is preferable;

f) Excellent written and oral communication skills in English, to deliver technical financial documents, and reports; candidates familiar with Somali language will have an added advantage;

g) Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required.
ANNEX I Sample Summary Quarterly Reporting Format

<table>
<thead>
<tr>
<th>A. Key Tasks completed during the reporting(^1) period</th>
<th>B. Key risks and challenges identified/emerging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Recommendations to mitigate the identified risks</th>
<th>D. Major Tasks Pending - To be undertaken in the next period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\(^1\)This should include key capacity building activities.
## ANNEX II- Sample Work Plan Reporting Template

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month 1</td>
<td>Month 2</td>
<td>Month 3</td>
<td>Month 4</td>
</tr>
<tr>
<td></td>
<td>Month 5</td>
<td>Month 6</td>
<td>Month 7</td>
<td>Month 8</td>
</tr>
<tr>
<td></td>
<td>Month 9</td>
<td>Month 10</td>
<td>Month 11</td>
<td>Month 12</td>
</tr>
<tr>
<td><strong>Milestone 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 1.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 1.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Milestone 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 2.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 2.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Milestone 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 3.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 3.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Milestone 4</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 4.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 4.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Somali Urban Investment Planning Project (SUIPP) will support feasibility, assessment and preliminary design studies for urban investment activities, which could be funded from a Multi Partner Fund (MPF), in the Garowe municipality.

In order to establish sufficient capacity to prepare and then implement the SUDP, technical assistance for the BRA will need to be recruited under SUIPP comprising a full-time project coordinator, full-time procurement specialist, full-time financial management specialist, a part-time social and environmental specialist, and a part-time monitoring and evaluation specialist. Operating and minor equipment costs related to the recruitment and employment of these positions will also be incurred. In addition, some training and capacity building for these individuals and other staff associated with preparation and execution of the SUIPP and SUDP will be required.

The PS will undertake the role and responsibilities as set out above and in the Scope of Work section of these TORs.

VI. Scope of Work

The SUIPP Procurement Specialist (PS) will be responsible for providing proper guidance to the PCU on procurement process and shall be responsible for preparing, implementing and monitoring the Project procurement plans. The PS will report to the Project Coordinator.

Responsibilities of the PS include:

1. Creating and ensuring the SUIPP (and later the SUDP) Procurement plan aligns with the Annual Work Plan;
2. Creating a detailed personnel work plan to assure the timely processing of all planned procurement in consultation with the Project Coordinator.
3. Prepare, or ensure the proper and timely preparation of, advertisements, bid documents, requests for proposals, bid and proposal evaluation reports, minutes of bid openings and minutes of negotiations and requests for NOLs from the Bank as needed to maintain the procurement schedule.
4. Collaborate with the Engineers on management of sub-project implementation contracts;
5. Ensuring that all SUIPP/SUDP procurement is done in accordance with World Bank and applicable FGS guidelines and regulations;
6. Contribute as needed to the Quarterly reports and other reporting as requested by the Project Coordinator;
7. Participate in and advise the Bid and Tenders Evaluation Committee(s) on the responsiveness of bids and proposals, particularly in technical matters;
8. Reports and other documents shall be submitted in English and in Somali when required;
9. Procurement Specialist shall undertake additional duties as reasonable directed by the Project Coordinator for the better implementation of the Project.

VII. Period of Performance

The SUIPP Project is expected to begin September 30, 2016 and close October 30, 2017. The PS contract will be for approximately 12 months. Follow on implementation of SUDP is planned and the PS contract is eligible for possible extension.

VIII. Qualifications

The candidates should have the following desired qualifications:
1. The applicant shall have a Bachelor’s Degree in one of the following: Procurement, Business Administration, Accounting, Finance, Engineering, etc.
2. An advanced degree with a major in a relevant discipline is an added advantage.
3. Professional qualification and accreditation as certified procurement practitioner
4. At least 7 years of direct relevant experience including broad expertise in the management of procurement in the public sector.
5. Preferably at least 5 years of experience in implementing procurement actions according to international organizations guidelines such as the World Bank, African Development Bank etc. for procurement of goods, services, and works.
6. Proven work experience on country procurement systems and procedures.
7. Experience working in a Fragile State environment is desirable.
8. Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use.
9. Fluency in English is must; proficiency in Somali desirable.
10. Excellent written and oral communication skills.
11. High level interpersonal and relationship-building skills.
TERMS OF REFERENCE
For
SUIPP PIU-Garowe Project Engineer

A. Project Background

The Somali Urban Investment Planning Project (SUIPP) will support feasibility, assessment and preliminary design studies for urban investment activities, which could be funded from a Multi Partner Fund (MPF), in the municipalities of Mogadishu, Hargeisa and Garowe.

The SUIPP comprises a “project to prepare a project”. The main project – to be prepared by SUIPP called the Somali Urban Development Project (SUDP), has an estimated budget envelope of US$86.11m intended for support by the MPF. Pursuant to relevant Bank Operating Procedures, which specifically allow for such situations, and given that the project has an environmental safeguard categorization of B, the activities to be supported under the SUDP will include both detailed project design and implementation. The activities to be undertaken under the SUDP constitute the rehabilitation and upgrading of primary and secondary/community roads, a potential combination of the upgrading of intra-city roads and/or bridge-building in Garowe, the enhancement of solid and liquid waste management and water supply in Hargeisa, the extension and institutionalization of the Local Development Fund, and institutional strengthening activities focused on the three municipalities and the Hargeisa Water Agency. These activities have been identified through a process of technical work and dialogue the Bank Task Team has undertaken during a number of visits to the three cities and are described in the Project Information Document for the SUDP and in the Aides Memoire produced after each visit. A detailed description of the SUDP is attached the PIM as Annex 1.

Preliminary preparation, which includes feasibility studies and preliminary design for the main infrastructure activities under the SUDP, as well as a number of potential urban infrastructure investments on the Somali territories, and a range of institutional assessments, will be undertaken under the SUIPP also to be supported by the MPF. Some of the output of the technical work undertaken under the SUIPP will provide the basis for the preparation of the SUDP, while the scope of TA should also be applicable to urban development projects in a variety of different funding contexts. It should be noted that final design work itself – e.g. detailed engineering design, social and environmental impact assessments, exploratory drilling and preparation of bidding documents – will not be undertaken as part of the SUIPP. They will be undertaken as part of the SUDP or other projects under different financing arrangements and funding to cover these costs will be included in the project documentation and proposals relating to that operation.

Overall, the SUIPP will support two basic types of activity:

a) Feasibility and preliminary design studies for the physical investments that will be supported by the SUDP and other urban development projects, and institutional assessments of the agencies that will execute these investments to provide an informational and analytic base for the preparation of institutional strengthening activities that will be supported by the SUDP. In order to facilitate the
quick execution of these activities in the fragile and conflict affected environment of the Somali territories, they will be executed by the Bank pursuant to OP 10 (para 12);

b) Provision of technical assistance to enhance the capacity of the Somali executing agencies to prepare and implement urban development projects, such as the SUDP, effectively and efficiently and to mitigate fiduciary and safeguards risk. These activities will be client executed.

c) Consideration is being given under the SUIPP to include the detailed engineering design and associated other outputs such as the bills of quantity, construction level drawings, and engineer’s contract cost estimates, and bidding documents prepared as well. Currently the UNOPS contract does not include these activities.

The SUIPP activities briefly described in “b” above will be implemented by the Garowe Municipality

In order to establish sufficient capacity to prepare and then implement the SUDP, technical assistance for the GM will need to be recruited under SUIPP comprising a full-time project coordinator, full-time procurement specialist, full-time financial management specialist, a social and environmental specialist, monitoring and evaluation specialist, communication & community liaison specialist, project engineer and administration finance officer. Operating and minor equipment costs related to the recruitment and employment of these positions will also be incurred. In addition, some training and capacity building for these individuals and other staff associated with preparation and execution of the SUIPP and SUDP will be required.

The PIU Engineer will be responsible for overseeing the preparation of the consultant teams preparing the sub-projects and will oversee preparation of bidding documents and will be involved in the assessment of bids and consultant processes for work related to sub-projects. The PIU Engineer will also be responsible for assessing quality and progress of sub-projects, and will coordinate with the Monitoring Agent as well as the Monitoring and Evaluation Officer and the Procurement Officer.

The PIU Engineer will undertake the roles and responsibilities as set out in the Scope of Work section of these TORs.

B. Scope of Work

The PIU Engineer is responsible for:

1. Working closely with sub-contractors that will undertake the feasibility study of rehabilitation of roads in Garowe.
2. Consult and inform local communities and their political representatives on implementation of infrastructures and facilities.
3. Working closely with sub consultants to develop preliminary and detailed engineering designs for the prioritized primary roads and bridges of Garowe.
4. Assisting the Procurement Officer in preparation of bidding documents.
5. Advising the Project Coordinator progress on all implementation sub-consultants and construction contracts.
6. Identify and manage risks so that maximum benefit to clients and stakeholders is achieved.
7. Ensuring full engagement with all stakeholders of the project.

Participate in and advise the Bid and Tenders Evaluation Committee(s) on the responsiveness of bids and proposals, particularly in technical matters in line with the World Bank standard procurement procedures and those of Puntland.
a) Support and advise the Project Coordinator as appropriate for the smooth implementation and administration of the Project including appropriate input to the Quarterly Reports.
b) Reports and other documents shall be submitted in English and in Somali when required
c) Project Engineer shall undertake additional duties as reasonable directed by the Project Coordinator and Deputy Coordinator for the improved implementation of the Project.

C. Capacity Building
The PIU Engineer will serve as mentor to other Engineers in Garowe Municipality for supervising, performance and increasing the depth of knowledge in all areas of project management and project design of the GM staff, consultants, and contractors for both the SUIPP and the follow-on SUDP.
The Project Engineer will also serve as a resource to Garowe Municipality by assisting them to understand World Bank and FGS procedures for project execution.

D. Period of Performance
The PIU-SUIPP the Project Engineer’s contract will be for approximately 12 months. Follow on projects are planned and the Project Engineer’s contract is eligible for possible extension.
The PIU office will be established with in the Garowe Municipality however occasional site visits will be undertaken by the Engineer as needed to adequately assist the consultants and contractors to perform properly on their duty.

E. Qualifications
a. Post- Graduate Degree in civil engineering.
b. Minimum of 7 years’ experience with urban and community infrastructure design, construction, and rehabilitation projects and contracts. Experience executing externally financed projects is desirable.
c. Experience related to road building /rehabilitation projects and contracts.
d. Demonstrate ability to work within diverse and demanding environments while maintaining excellent communication and negotiating skills.
e. Demonstrated experience leading teams and successful ability to work within a team environment.
f. Evidence of analytical capacity and competence in providing detailed strategies for the successful delivery small infrastructure work in challenging situations.
g. Show evidence of report writing skills and technical design review and analysis.
h. Knowledge of local dynamics will be considered as an advantage.
i. Written and spoken fluency in both Somali and English languages.
j. Experience with World Bank Standard Bidding Documents and / or FIDIC contract formats is highly desirable.