

**Terms of Reference and Scope of Services
Federal Republic of Somalia (FRS)
Recurrent Cost and Reform Refinancing Project II (RCRF)**

TERMS OF REFERENCE

Position Title:	Procurement Specialist Technical Assistance
Reporting to:	Project Coordinator
Type of Appointment:	Individual Consultant
Recruitment:	International Hire
Duration:	12 months renewable based on satisfactory performance.
Duty Station:	Mogadishu, Somalia

1. Background

Somalia has been in conflict for over twenty years. Since the collapse of the Said Barre government in 1991. Somalia has experienced cycles of conflict that fragmented the country, destroyed legitimate institutions and created widespread vulnerability.

In 2012, there was a peaceful and legal transfer of power from the transitional to a full-fledged federal government in Mogadishu, with a four-year term under a provisional constitution approved by an appointed parliament. This generated domestic political momentum and triggered international re-engagement. Regional countries and international actors have strengthened their efforts to support and sustain this window of opportunity, endorsing a New Deal¹ for Somalia at the September, 2013 Brussels Conference and pledging US\$2.4 billion against a set of five priority Peace-building and State-building Goals (PSG) set out in a Somali Compact (Compact)² and the Somaliland Special Arrangement. The Compact preparation process sought to be inclusive of Somalia's different regions and communities and also establish a new aid framework-the Somalia Development and Reconstruction Facility (SDRF), which provides a single governance platform for coordinating international assistance with Compact priorities delivered through windows administered by technical agencies (including the World Bank).

¹ <http://www.somalia-newdeal-conference.eu/>

2 The five PSGs are inclusive politics, security, justice, economic foundations and revenue & services.

The Recurrent Cost and Reform Financing Project (RCRF) Phase II project is one of the World Bank operations designed to address institutional governance issues through multiple approaches, over immediate and longer terms. Somalia's governance challenges are complex and do not lend themselves to linear or singular approaches. The World Bank is addressing these challenges through a multi-nodal approach that includes fiscal support (recurrent costs), capacity injection, and core systems building and policy-dialogue. Implementation support will be coordinated under the Bank's Governance Global Practices and, as well, coordinated to the extent feasible, with other UN and donor engagements in the area through the Somalia Development and Reconstruction Facility (SDRF).

As the World Bank reengages with Somalia through the MPF, and provides larger levels of financial support, the RCRF Phase II project will provide an opportunity to engage the Government in dialogue on its budget, especially as regards to its non-military civil service wage bill and the priority of the Federal Government of Somalia (FGS) to, ultimately, fully finance these costs with its own domestic revenues, utilizing a realistic and balanced budget

The RCRF Program aligns with the Government's policies and priorities and is prepared as a SOP, using a condensed procedure and taking into consideration the need for the client to make gradual improvements in capacity and overall performance. The Program focuses both on a short-term emergency operation designed to meet the urgent fiscal needs of the FGS, as well as a more sustained program of institutional reform and strengthening through follow-on projects. It is designed to support the government's agenda on core systems strengthening, through better budget execution, fiscal stability, and sound Public Financial Management (PFM). It is also designed as a platform for engagement and dialogue on core economic governance issues, including: (a) a strengthened fiscal and budgetary framework; (b) more reliable and effective service delivery (i.e. in education and health); (c) laying the foundations for an inter-governmental financing framework, with eligible interim administrations and federal member states (initially Puntland and IJA); (d) increased transparency in budget management- i.e., reliable, transparent and verifiable salary payment and HR systems, procurement, and PFM; and, (e) engagement with citizens by promoting greater public access to information.

2. Objective of the Assignment

The procurement technical assistance consultancy service is intended to support the effective implementation of projects under the purview of the Public Financial Management reform Coordination Unit (PFMRCU), including the Second Public Financial Management Capacity Strengthening Project (PFMCSP II) and the Recurrent Cost and Reform Financing Project (RCRF) Phase II and in working closely with the existing institutions, streamline the procurement process to international best practice standards and develop the procurement capacity of the Ministry of Finance.

Specifically, the consultant will assist the External Assistance Fiduciary Section (EAFS) at the Office of the Accountant General, Ministry of Finance in conducting the procurement activities under RCRF II and those under other World Bank projects within the Public Financial Management Reform Coordination Unit (PFMRCU) in a timely manner following acceptable procedures.

3. Scope of Services

The Procurement Specialist will act as the procurement technical advisor in the Ministry of Finance and the implementing agencies. S/he will develop and implement a cost-effective procurement management system for the Project, including procurement plans in accordance with the World Bank Guidelines. The duties and functions of the Procurement Specialist will include, but not limited to:

i *Tasks related to the projects under the PFMRCU:*

a) Set up systems for procurement planning, implementation, monitoring and documentation for the projects as per the required standards;

b) In consultation with the Project Coordinator and the projects' Technical Teams prepare realistic, consolidated, updated annual procurement plans which are in harmony with the work plans and available funds;

c) Assist in the preparation of detailed procurement plans in which key milestones are indicated and ensure the relevant columns are filled in as and when each stage is accomplished, and establish a simplified tracking system for monitoring program procurement activities;

d) Assist the project technical teams and beneficiaries at all stages of procurement to ensure that the projects procurement activities are carried out in accordance with the World Bank Guidelines;

e) Initiate, coordinate and prepare Procurement Plans (PPs) for procurement under the project;

f) Assist in developing procurement systems and procedures including preparation of Bidding Documents for the procurement of goods, works and services in accordance with activities defined in the Procurement Plan for the project using the World Bank's Standard Procurement Documents, prepare Project customized Bidding Documents and Request for Proposals (RFP). This should include customized NCB documents and standardized Forms to be used for Shopping Methods;

g) Drafting Specific Procurement Notices (SPN) for the international and national competitive bidding procedures for procurement of goods as well as Request for Expressions of Interest (REOIs) for the selection of consultants in accordance with the World Bank Guidelines and procedures for their posting in UNDB online and local newspapers, as necessary; posting awards; and other critical information required which would help proper information dissemination;

h) Assist the project implementing agency in procurement operational activities processing including providing guidance and coordination in the preparation of inputs (Terms of Reference, Schedules of Requirements and Specifications) to Prequalification Documents (PQD), Bidding Documents (BDs), and Requests for Proposals (RFPs) and other procurement documents;

i) Assist in ensuring the timely initiation of procurement processes, monitoring of the procurement processes and ensuring responses to procurement related queries are provided in timely manner;

j) Assist in the procurement processes including: invitation and receiving of proposals and bids; procedures for opening of EOIs, proposals and bids; conducting the evaluation of EOIs, Proposals, Bids, etc. and preparation of the associated evaluation reports (i.e. Goods, Works and Services); contract negotiations and preparation of contracts; and ensuring that the signed contracts are published and distributed to relevant parties;

k) Assist the evaluation committees in the evaluation of bids and proposals in accordance with the World Bank Guidelines and preparation of evaluation reports and

recommendations for contract awards in accordance with the Standard Forms of Evaluation Reports, including obtaining the necessary clearances and Finalization of contracts for signature. Basic procurement training will be conducted for members of the evaluation committee on how to conduct bids and proposal evaluation;

l) Coordinate preparation of post procurement reviews by the Bank and in Bank supervision missions;

m) Ensure that complete documentation is maintained on all procurement cases;

n) Establish and maintain a central procurement filing system and implement mechanisms to ensure that all related documents are included and are safe in the respective procurement files to ensure ease of retrieval of information;

o) Assist and support in contract management and administration of all signed contracts, especially in monitoring contract execution, ensuring timely delivery of goods and consultants reports and other deliverables, and ensure compliance to provisions in contracts by all contracting parties;

p) Attend to procurement queries, disputes and complaints as they may arise during the procurement processing as well as lodging complaints;

q) Assist and provide technical Support in the preparation of monthly, quarterly and annual procurement progress reports, as shall be required, and ensure issues identified during the reporting period and actions taken to resolve them are clearly narrated and documented;

r) Identify all possible inherent risks related to procurement, especially those related to fraud and corruption and propose appropriate measures to mitigate them; and

s) Carry out any other procurement related function as shall be assigned by the Project Coordinator.

ii) In addition to the above listed tasks, the Consultant shall perform the following tasks related to Capacity Building;

a) Support FGS Ministries, Departments, and Agencies (MDAs) with training and follow-up support in undertaking procurement of goods, works and services in compliance with FGS Procurement legal and policy framework in support of the RCRF II Non-Salary Operating Costs Sub-Component. Extend training and follow-up support to Federal Member States (FMS) on an as-needed basis.

b) Build procurement management capacity and transfer skills to the Ministry of Finance and implementing agencies through training, on the job coaching and mentoring of procurement staff and technical staff involved in procurement processes.

c) Develop training plans on various procurement capacity development and deliver short training sessions to staff from Ministry of Finance and implementing agencies.

d) Provide guidance and technical support to the EAFS on reporting requirements;

e) Provide any other procurement supporting duties as may be required by the Project Coordinator.

4. Outputs and Performance Criteria

The Consultant will be responsible for the following expected deliverables:

- Increasing the total annual value of procurements of goods and services that are eligible for reimbursement under the RCRF II Non-Salary Recurrent Cost Sub-Component;
- Procurement capacity building results framework to be agreed with Project Coordinator and Procurement Director within one month of commencing work, and communicated to PFM and RCRF Task Team Leaders
- An updated records of the fixed asset register of the whole project (continuous);
- Updating of the Annual PP;
- Timely preparation of bidding documents; Request for Proposals with adequate quality and related Evaluation Reports;
- Monthly procurement status;
- Quarterly procurement status; and
- Annual procurement status report.

5. Qualifications and Experience

The Consultant is expected to have relevant skills and qualifications for the position, with particular focus on the following:

- i A Bachelor's Degree in one of the following: Procurement, Business Administration, Accounting, Finance, Commerce, Engineering or equivalent.
- ii An advanced degree with a major in a relevant discipline is an added advantage
- iii A minimum of at least 7 years of direct relevant experience including broad expertise in the management of procurement in the public sector.
- iv Minimum of at least 3 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.
- v Good knowledge of all concepts, principles and approaches to procurement, and of public procurement systems, functions and practices;
- vi Proven work experience on country procurement systems and procedures
- vii Experience working in a Fragile State environment is desirable.
- viii Strong communication skills and persuasiveness in facilitating, presenting, negotiating and resolving highly complex issues, both orally and in writing in English
- ix High level interpersonal and relationship-building skills.
- x Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use.
- xi Fluency in English is must.

6. Consultant's Reporting Obligations

The Consultant will report to the Project Coordinator but will closely work with the Head of External Assistance Fiduciary Section (EAFS) of the Ministry of Finance. S/He will also work closely with the Procurement Unit of EAFS and is required to submit:

Quarterly, Annual and End of Assignment Reports to the Project Coordinator with copy to Head of External Fiduciary Section of the Ministry of Finance and head of procurement section of EAFS. The quarterly reports should cover interventions and activities conducted in the reporting period. The copy of the report will be made to the

Director General of the Ministry and the World Bank Task Team Leaders for PFM and RCRF for the project.

7. Duration of the Assignment

The Consultant will be hired for a period of 12 months renewable based on satisfactory performance and availability of funding.

8. Data, local services, personnel and facilities to be provided by the Client:

The client will avail suitable counterpart procurement staffs (at least two in number) in the External Fiduciary Section of the Ministry to closely work with the consultant. The client will also provide all necessary documents and office space and furniture to facilitate the task of the Individual Consultant. The client shall provide in soft and hard copies any existing procurement manuals if any on signing of the contract.

DUTY STATION:

Mogadishu.

Interested candidates must send their CV and cover letter to the email addresses below by *November 4th, 2017, 11:00 pm, Mogadishu time* and clearly marked: **Procurement Specialist - International Hire**

Ministry of Finance

Villa Somalia, Mogadishu

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