

TERMS OF REFERENCE

Position Title:	PROCUREMENT SPECIALIST
Accountable and reporting to:	Project Manager - Somalia ICT Sector Support Project:

1.0 Background:

The ICT Sector Unit of the World Bank Group is working with the Ministry of Posts, Telecommunications and Technology (MPTT) and the Ministry of Finance (MoF) of the Federal Government of Somalia to provide a program of ICT Sector Support, 2014-2019. The project development objective for ICT Sector Program (covering Phase 1 and Phase 2) is ***“to contribute towards the process of developing a regulatory framework for the telecommunications sector and building an ICT infrastructure in Somalia”***. The project is prepared as an Investment Project Financing to be implemented by the Federal Government of Somalia as a series of three overlapping phases.

Phase 2 (March 2015 – September 2019), continues activities started in Phase 1 and adds new activities on developing a regulatory framework for mobile money, supporting a Somali higher education network and introducing SIM card registration.

Phase 2 has three components:

1. Enabling Environment, focusing on supporting the regulatory and governance framework for the sector, following the anticipated passage of the new Communications Law. This will provide for ongoing support to the Ministry and new regulator and will facilitate a new activity on support for the implementation of an effective mobile-money framework.
2. Efficiency and equity in access to connectivity, which will support the extension of the establishment of communications rooms in key ministries across different economic zones, the establishment of a framework for SIM card registration and will seek to make optimal use of the undersea fiber cable arriving in Mogadishu by supporting the Somali Research and Education Network.
3. Support and Capacity-Building for the Project Implementation Unit within the MPTT.

Components 2 and 3 will be executed by the Recipient, the PIU within the MPTT working together with the External Assistances Fiduciary Section (EAFS), within the Ministry of Finance. The World Bank Group on behalf of the Recipient will execute component 1.

2.0 Overall Objective:

The project implementation unit is seeking to recruit a Procurement Specialist to join the unit. The overall responsibilities of the Procurement Specialist are (i) to advise the senior management of the Ministry of Posts, Telecommunications and Technology on all procurement aspects of the Project; (ii) He/She will be responsible for implementation of procurement activities within MPTT, coordination of all procurement activities within MPTT, other Government institutions, the private sector and civil society and capacity building in MPTT; (iii) the Procurement Specialist will work with other specialist in the Project Implementation Unit to perform all

necessary procurement under the Somalia ICT Sector Support Project for the period of the assignment; and (iv) to support the EAFS in the Ministry of Finance in the implementation of its procurement reforms program.

3.0 Tasks:

The consultant shall do everything necessary to meet the above objectives, including but not limited to carrying out the following, by advising and or by doing as necessary:

3.1 Tasks related to Somalia ICT Sector Support Project:

- i) Provide advice and ensure that all the procurement activities of the project conform and are compliant with the Project Implementation Manual and World Bank Procurement Guidelines;
- ii) Initiate, coordinate and prepare Procurement Plans (PPs) for procurement under the project;
- iii) Establish a simplified Procurement Tracking System for MPTT for monitoring of the Program procurement activities;
- iv) Update the General Procurement Notices (GPN) annually, and Specific Procurement Notices (SPN), and Expression of Interests (EOI) when required;
- v) Provide procurement advice to the PIU on all aspects of Terms of Reference (TOR) and Request for Proposals (RFPs), evaluation of Expression of Interest (EOI) and Technical and Financial Proposals for selection of Consultants for Technical Assistance;
- vi) Prepare Bidding Documents for the procurement of goods and services in accordance with activities defined in the Procurement Plan for the project using the World Bank's Standard Bidding 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;
- vii) Handle communications relating to procurement within the project with all the agencies of government and sector ministries under the project and with outside agencies, as well as with the World Bank team working on the PSCIT;
- viii) Ensure that complete documentation is maintained on all procurement cases;
- ix) Coordinate and respond to procurement queries, disputes, and complaints;
- x) Prepare Bid/Proposal Evaluation Reports and Award Recommendations for approval by the Procurement Committee or appropriate approving body;
- xi) Prepare Requests for No-objection for the World Bank for stages of procurement activities as required by Bank Guidelines;
- xii) Provide contract management oversight for Works and Consultancy Services Contracts;

- xiii) Establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
- xiv) Establish a central procurement filing system, and ensure all related documents are included in the respective files;
- xv) Coordinate preparation of post procurement reviews by the Bank and in Bank supervision missions;
- xvi) Liaise with EAfS and the National Tender Board on project procurement and any issues affecting procurement in the project;
- xvii) Carry out any other periodic duties that may be assigned by the Project Manager;

3.2 *In addition to the above listed tasks, the Procurement Specialist shall perform the following tasks related to Capacity Building;*

- i) Build procurement management capacity in the office of the MPTT and implementing agencies through training, on the job coaching and mentoring of procurement staff and technical staff involved in procurement processes;
- ii) Develop training plans and deliver short training sessions to staff from MPTT;
- iii) Provide guidance and technical support to the EAfS on reporting requirements for the Somalia ICT Sector Support Project;
- iv) Provide any other procurement supporting duties as may be required by the Director MPTT
- v) Any other matter as delegated by the Project Manager.

4.0 Essential Qualifications, Experience and Skills (Selection Criteria)

Education and Training

- Degree from a recognized University in relevant discipline (e.g. Engineering, Law, Procurement, Finance, Business and Commerce) or equivalent.
- A Master's degree/ professional qualifications in purchasing and supply management would be an added advantage.

Work Experience

- A minimum of at least 5 years of direct relevant experience including broad expertise in the management of procurement in the public or private sector.
- Minimum of at least 2 years of experience in implementing procurement actions according to international organizations guidelines such as the World Bank, the United Nations, African Development Bank etc. for procurement of goods, services, and works.
- Experience in similar working environment like that of Somalia.

Interpersonal and Other Relevant Skills

- Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use;
- Fluency in English language;
- Excellent written and oral communication skills;
- High level interpersonal and relationship-building skills;

- Ability to communicate and work effectively with persons of various cultures and religions.

5.0 Consultant's Reporting Obligations

The Procurement Specialist will report to the Project Manager ICT Project. He/She will work closely with Procurement Officers from implementing agencies, the line ministries and other technical officers responsible for project activities and the EAFS unit under the Accountant General.

6.0 Deliverables

- a) Annual Procurement Plans and monthly updates in place;
- b) Weekly and Monthly Procurement and Contract Management status reports/updates;
- c) Monthly update of procurement monitoring form to be provided to all user departments;
- d) Procurement documents preparation for the supply of goods, works and services timely as the need arises;
- e) Monthly Contracts Implementation Status reports for all contracts showing the total amount of the contract, amount already paid and balance to be paid on each contract
- f) Regular procurement performance reports for staff participating in procurement cycle e.g. at evaluation, Contracting Management stages as well bottlenecks identified
- g) Contracts Register in place

7.0 Results:

It is expected that, by working closely with the Project Manager, and with the disposal and concessions unit in the MPTT, and thereby exposed to international procurement practices, that the procurement specialist will transfer their skills, and ultimately ensure that their Ministry counterparts are fully capacitated to perform their own duties in addition to those of day-to-day Directorate responsibilities. Progress in this area will be one of the main criteria against which the performance of the procurement specialist will be assessed.

8.0 Duty Station and Period of Assignment:

The duty station is Mogadishu, Somalia, with travel also required to other Federal member States and to Nairobi. The assignment is for 12 months and likely to be extended subject to satisfactory performance and budget availability.

9.0 Facilities to be provided by the Client:

The MoPTT will provide the procurement specialist with office facilities, internet connectivity, essential utilities, office services, stationery and office supplies and use of a computer, printer, scanner and photocopying etc. In addition, MoF and the ICT Project will make available to the procurement specialist copies of all the documents the Consultant may need to discharge his functions; and will assist the procurement specialist in liaising with all agencies of government

and the private sector under the project and with other agencies of government on matters related to the project. The project will provide transport to the procurement specialist for official duties.