TERMS OF REFERENCE

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<th>Position Title:</th>
<th>PROCUREMENT SPECIALIST</th>
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<td>Accountable to:</td>
<td>Project Coordinator/Project Manager - Somalia ICT Sector Support Project:</td>
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1.0 Background:

The Federal Government of Somalia through the Ministry of Posts and Telecoms, through the Ministry of Finance has requested the World Bank to support the preparation and implementation of the Somalia ICT Sector Support Project, Phase II.

The overarching Project Development Objective (PDO) for this series of projects is “to support the ICT Sector in Somalia by contributing to establishing an enabling environment and by encouraging efficiency and equity in access to connectivity”. This remains unchanged from the PDO for phase 1 of the program. The higher level objectives are as follows:

- Establish an enabling policy and regulatory environment, including for mobile money;
- Increase the contribution of the ICT Sector to the public treasury;
- Support institutional capacity building in high priority economic foundations; and
- Promote equity and access to internet connectivity, especially for higher education.

The project will comprise of three (03) components: i) Enabling Environment focusing on supporting the regulatory and governance framework for the sector, following the anticipated passage of the new Communications Law. ii) Efficiency and equity in access to connectivity which will see the extension of the establishment of communications rooms in key ministries across different economic zones and the establishment of a framework for SIM card registration and will seek to make optimal use of the undersea fibre cable arriving in Mogadishu by supporting the Somali Research and Education Network and iii) Support and Capacity-Building for the Project Implementation Unit.

2.0 Overall Objective:

The overall responsibilities of the Procurement Specialist are on (i) to advise the senior management of the Ministry of Posts and Telecommunications on all procurement aspects of the Project; and (ii) He/she will be responsible for implementation of procurement activities within MoPT, coordination of all procurement activities within MoPT, other Government institutions, the private sector and civil society and capacity building in MoPT. iii) The Procurement Specialist will work with other specialist in the project management 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:

**i) Tasks related to Somalia ICT Sector Support Project:**

ii) 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;

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

iv) Establish a simplified Procurement Tracking System for MoPT for monitoring of the Program procurement activities;

v) Update the General Procurement Notices (GPN) annually, and Specific Procurement Notices (SPN), and Expression of Interests (EOI) when required;

vi) Provide procurement advice to the PMU 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;

vii) 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;

viii) 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;

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

x) Coordinate and respond to procurement queries, disputes, and complaints;

xi) Prepare Bid/Proposal Evaluation Reports and Award Recommendations for approval by the Procurement Committee or appropriate approving body;

xii) Prepare Requests for No-objection for the World Bank for stages of procurement activities as required by Bank Guidelines;

xiii) Provide contract management oversight for Works and Consultancy Services Contracts;

xiv) Establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;

xv) Establish a central procurement filing system, and ensure all related documents are included in the respective files;

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

xvii) Liaise with EAFS and the National Tender Board on project procurement and any issues affecting procurement in the project;

xviii) Carry out any other periodic duties that may be assigned by the Project Coordinator;
II) 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 MoPT 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 MoPT.

iii) Provide guidance and technical support to the EAFL on reporting requirements for the Somalia ICT Sector Support Project;

iv) Provide any other procurement supporting duties as may be required by the Director MoPT.

4.0 Duration of the Assignment:
The offer is initially for 100 days of work over the course of one year, subject to review after the first year, with possibility of extension dependent on performance. The duty station is Mogadishu, Somalia, but some travel to the different economic zones of Somalia, to Nairobi and other regions will be expected.

5.0 Results:
It is expected that, by working closely with the Head procurement, disposal and concessions unit in the MoPT and S/he is exposed to international procurement practices, that the technical assistant transfers his/her skills, and ultimately ensures that the counterpart is fully capacitated to perform the following duties in addition to those of his/her day-to-day Directorate responsibilities. Progress in this area will be the main criteria against which the performance of the technical assistant will be assessed.

6.0 Reporting
The Procurement Specialist will report to the Project Coordinator/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 EAFL unit under the Accountant General. The Procurement Specialist will be the team leader for the procurement function and will work with other Procurement Officers/Assistants.

7.0 Facilities to be provided by the Client:
The MoPT will provide the Consultant 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 consultant copies of all the documents the Consultant may need to discharge his functions; and will assist the Consultant 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 consultant for official duties.

8.0 Qualifications, Experience and knowledge:

- The applicant shall have a Bachelor’s Degree in one of the following: Procurement, Business Administration, Accounting, Finance, Engineering e.t.c
- An advanced degree with a major in a relevant discipline is an added advantage
- A minimum of at least 7 years of direct relevant experience including broad expertise in the management of procurement in the public sector.
• 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.

• Proven work experience on country procurement systems and procedures

• Experience working in a Fragile State environment is desirable.

• Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use.

• Fluency in English is must.

• Excellent written and oral communication skills.

• High level interpersonal and relationship-building skills.