



**Ministry of Gender, Children and Social
Protection**

**Republic of Liberia
Ministerial Complex, Congo Town
Monrovia, Liberia**



**Liberia Women Empowerment Project
LWEP #: P173677**

TERMS OF REFERENCE (TOR) FOR PROCUREMENT SPECIALIST

Post Title: Procurement Specialist

Location of Post: Ministry of Gender, Children and Social Protection, Monrovia, Montserrado County

Recruitment: National Position

Contract Duration: One (1) year, renewable based on agreed satisfactory performance targets and deliverables

Reports to: The National Project Coordinator

Background

The Government of Liberia, through the Ministry of Gender, Children and Social Protection, has received support from the World Bank, for the implementation of the Liberia Women Empowerment Project (LWEP) in line with the Government of Liberia's national development strategy (Pro-Poor Agenda for Prosperity and Development). The Project Development Objective (PDO) is to reduce harmful social norms and improve livelihood opportunities for women in project areas while strengthening the institutional capacity of the Government of Liberia to advance gender equality. The LWEP comprises of five components, namely: i) Addressing social norms and mobilizing communities; ii) Enhancing basic GBV and ASRH services in health and education; iii) Promoting resilient livelihoods through community-led approaches; iv) Strengthening public institutions to advance gender equality; and v) Project management, monitoring and evaluation, and policy dialogue. The project will also complement ongoing World Bank projects in Liberia that are building human capital and developing economic opportunities for women and girls while filling key gaps. The project will be implemented in 6 counties over 5

years period; beginning with two pilot counties. In order to achieve the objectives of the LWEP, MGCSP has set up a Project Implementation Unit.

Scope of Services:

The Procurement Specialist shall support all procurement activities under the project ensuring timely procurement of goods, works, and services required for the implementation of the LWEP project in accordance with GoL and World Bank procurement guidelines. The Procurement Specialist will also ensure the efficient management of all procurement contracts and related instruments. In addition, provide mentorship, and build the capacity of relevant project staff in following World Bank and Government of Liberia Procurement Guidelines and Policies.

Main Responsibilities:

The Procurement Specialist will assist in the day-to-day management of all procurement under the LWEP. He/She would work closely with the Procurement Unit of the MGCSP. The procurement Specialist shall apply sound technical methods and procedures consistent with prescribed World Bank and Government of Liberia procurement guidelines and policies in conducting the following tasks:

- Prepare the Project's Annual Procurement Plan, detailing contract packages with estimated cost for works, goods and services inclusive of the procurement or selection methods and processing times till completion of each procurement activity;
- Monitor the procurement implementation and update the procurement plans annually and/or when necessary;
- Prepare procurement documentation for goods including the preparation of General Procurement Notices (GPN), Specific Procurement Notices (SPNs), Invitation for Bids, advertisements, Request for Quotation documents, organizing and conducting bid openings, evaluation reports, obtaining the necessary approvals and No Objection Letters from the World Bank, where required, arranging for the contract signing, and distribution to the appropriate authorities;
- Prepare procurement documentation for consulting services including liaising with the technical teams on the preparation of Terms of Reference, the preparation of requests for Expressions of Interest (EOI), advertisements, evaluating EOIs and creating shortlists, preparing Request for Proposal documents, evaluating proposals, obtaining the necessary clearances from the World Bank where required, assisting in contract negotiations, minutes of negotiations, draw-up draft contracts and making arrangements for contract signing, and distributing to the appropriate authorities;
- Coordinate and ensure timely responses to clarifications sought by bidders or shortlisted consultants as may be required;
- Ensure all procurement activities are carried out in accordance with the agreed procedures, including the Financing Agreement; the World Bank Procurement and Consultants Guidelines; and Government of Liberia Public Procurement and Concessions Act;
- Ensure compliance with procurement methods and prior review thresholds applicable to the project;

- Coordinate responses to inquiries and communicate the results of the evaluation process to bidders or consultants, in keeping with appropriate guidelines;
- Establish and maintain procedures for the receiving, inspecting, testing and acceptance of goods;
- Coordinate the acquisition of Bank No Objections using the World Bank procurement tracking system STEP (Systematic Tracking of Exchanges in Procurement) where applicable and make follow-ups where necessary;
- Ensure adequate procurement filing system (soft and hard copies) for easy retrieval of information and the ease of following the paper trail of procurement by independent external auditors, authorised agents or the World Bank staff during post-procurement reviews (PPRs);
- Performance of ad hoc procurement or other related duties, as required;
- In addition to STEP (the Bank's procurement tracking system), support the maintenance of a simple procurement management tracking system that would monitor the implementation of procurement activities;
- Prepare final contracts and ensure timely distribution of all relevant procurement and contract documents to all stakeholders;
- Update the performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers.

Key Qualifications:

Minimum Academic Professional Qualifications

A Minimum of Bachelor Degree in Public Procurement Management, Business Administration/Management or other relevant disciplines. A Master Degree is an added advantage. A professional qualification in procurement from a recognized institution (e.g., Chartered Institute of Purchasing and Supply (CIPS), Institute of Supply Management (ISM) USA or the Intensive Procurement Training Program, Liberia) is a must.

Minimum Experience:

At least 5 years of relevant experience in Public Procurement and Contract Management with a Public Sector or International Institution. A prior procurement experience with a World Bank funded-project or public sector institution in Liberia with demonstrated knowledge of procurement guidelines, procedures and policies of the World Bank and the Public Procurement & Concession Act will be an added advantage;

Key Competencies:

Abilities

- Demonstrated ability to lead, plan, coordinate, supervise and manage a team
- Demonstrated ability to achieve results within time and budget

- Self-motivated professional with the ability to work under difficult conditions, and minimum supervision.

Skills

- Excellent oral and written English
- Proven strong analytical skills
- Computer literacy, especially with Microsoft Office
- Excellent team building and interpersonal skills
- Tolerant and culturally sensitive
- Strong networking skills and ability to work with stakeholders from diverse backgrounds.
- Working knowledge of World Bank and GoL fiduciary and PPCC Act.

Special Reporting Requirement:

The Procurement Specialist and the LWEF Project Coordinator shall submit the following reports, apart from reports required for each procurement transaction:

- Project annual Procurement Plan and periodic updates of the same;
- Minutes of meetings held throughout the procurement process, including short-listing, evaluation, interview and negotiation and bid openings all duly signed by panel members/participating parties;
- Procurement Documents and Reports (Bidding documents, Request for Proposals, Evaluation Reports, Draft Contracts, etc.);
- Monthly, Quarterly, Semi-Annual and Annual procurement reports as inputs into the Project Management Reports and, in addition, will prepare other reports, as and when needed, within 7 days from end of review period;
- Final Report: The Procurement Specialist shall submit a final report incorporating comments from the Project Coordinator and other senior level PIU members as required.

Facilities and Information:

The Ministry shall provide the following facilities for use of the Specialist in the performance of his/her assignment under this TOR:

- Financing Agreement, Project Appraisal Document (PAD) and Project Operation Manual (POM) for the LWEF, as well as the PPCC and World Bank Procurement Guidelines and Procedures; including any other documents required for the execution of the assignment;
- Office accommodation, including basic furniture and office equipment, within the Procurement Unit and the Project Management Unit Office of MGCSP;
- Access to computer and internet.

Performance Criteria:

The following performance criteria will be used to assess the performance of the Procurement Officer at regular intervals and based upon these assessments, the contract with the MGCSP may be continued or terminated. The Procurement Specialist will be evaluated at the end of 3-months' probation period, midyear and, at the end of the one year based on the following parameters:

- Quality and timeliness procurement plans;
- Quality of documentation submitted for prior review;
- Quality of procurement filing;
- Quality of documentation submitted during post reviews; □ Quality and timeliness of required reports.

Deadline: January 3, 2025

Selection Method : Individual Consultancy Selection (INDV) method.

FEMALES ARE HIGHLY ENCOURAGED TO APPLY!