

Central Bank of Somalia

Terms of Reference for Procurement Consultant

The Central Bank of Somalia (CBS) is championing the progressive transformation the Somali nation and state is experiencing with a long-term objective of inclusive economic growth and poverty reduction. Its core aims seek to foster price stability and build a robust, stable, up-to-date and sound financial system. The CBS has initiated a forward-looking reform program aimed at formalizing the financial sector, establishing effective monetary policy and building strong banking operations foundation. The reforms also include efforts to promote good governance and increase organizational effectiveness, strengthen reporting and transparency.

Central Bank is currently a key beneficiary of a World Bank (WB)-financed investment lending project, the Somalia Capacity Advancement, Livelihoods and Entrepreneurship through Digital Uplift Project (SCALED-UP). Being implemented by the FGS; the project aims to support progress towards increased access to basic digital financial and government services targeting entrepreneurship and employment, particularly for women. It includes 3 components: (i) Strengthening Institutions, (ii) Enabling Financial and Digital Services, and (iii) Project Management.

Objectives and Scope of Services

The CBS needs assistant with the help of SCALED-UP Project to the corporate contracting authority to support the CBS in the procurement process for the procurement of goods and (consulting) services and management of contracts.

The Procurement Consultant will contribute and deploy the best efforts to build capacity of the CBS procurement staff providing on-the-job technical support as needed on issues such as use of the World Bank Systematic Tracking of Exchanges in Procurement (STEP) and be involved at each stage of the major procurement process, following the internal procurement guidelines, templates, and bidding documents. The Procurement Consultant will be working under the oversight and guidance of the CBS's General Manager.

Role will include:

- The Procurement Consultant will take overall charge of the CBS's procurement management and conduct the tasks identified by applying technical practices and methods and collecting and making use of available and necessary data in carrying out the assignment.
- Review all available procurement documents to facilitate the establishment of procurement procedures for the management and implementation of all CBS procurements.
- Establish and/or strengthen the procurement management system based on the CBS's Policy & Procedures.
- Setup a procurement management tracking system for the CBS procurement that would monitor the implementation of all procurement activities.
- Establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the service providers
- In consultation with the General Manager, prepare and update the CBS's Annual Procurement Plan and Budget detailing contract packages (including estimated cost) for goods, consultancy services and non-consulting services, the procurement/selection methods and processing times until completion of each procurement activity;

- Monitor procurement implementation and update the Procurement Plan on at least a quarterly basis and whenever it becomes necessary to do so
- Prepare with collaboration of the procurement team the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REIs) and other solicitation documents whenever required.
- Provide internal training for the CBS staff to improve capacity of the CBS on an on-going basis! (This could stand alone TOR depending on our requirements of needs)
- As in the Initiation of the recruitment of firms and individual consultants, in compliance with best practices or in line policies and regulations of donors and CBS procurement guidelines.
- Assist in the office in Terms of Reference (TORs) drafting, when required.
- Prepare Expression of Interests (EOI) and ensure timely publication and REOI evaluation and creation of a candidate's short-list.
- Prepare and launch Request for Proposals (RFPs) relating to individual consultants and consulting firms' recruitment.
- Follow-up on ongoing procurement processes and facilitate timely analysis and responses to requests for clarification and opening and evaluation of technical proposals and Coordinate the Evaluation.
- Assist in the Negotiating process with the awarded candidate and preparing the contract
- Provide guidance and assist in the preparation of evaluation reports in conformity to guidelines and provide support in preparation of contracts.
- Follow-up and manage all contracts signed with individual consultants and consulting firms or providers of goods and recommend solutions to non performance or other issues related to contract terms and references.
- Prepare reports on consultants' activities and answer questions concerning procurement, contracting, etc
- Responding to potential questions of the candidate and assist in the management of the contracts etc.
- Establish and maintain a central procurement filing system (both electronically and manually), and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the trail of procurement by independent external auditors or authorized agents.
- Advise the General Manager on processes for disposal of un-required stores and equipment including actual disposal in line with the Laws of the Country.
- S/He will discuss issues that would affect efficient procurement management with the General Manager and agree on the ways to resolve them.
- The Procurement Consultant shall report to the General Manager and perform his/her duty in collaboration with the CBS Procurement and/or Finance team.

Training/coaching/database development

- The Procurement Consultant will provide training and guidance to transfer knowledge and skills on procurement procedures to procurement staff. Providing training and capacity building needs of procurement staff of the CBS to ensure long-term sustainability of the procurement procedures, with a view of strengthening staff capacities and skills, filling skills gap and support institutional strengthening.
- Provide advice, mentoring, coaching, and providing on-the-job training for relevant procurement staff in the CBS, and advise them to plan and execute all stages of the procurement cycle in accordance with the CBS and national procurement policy and procedures.

Filing

Procurement filing system (both electronically and manually).

Deliverables

The Consultant will be expected to produce the following deliverables, among others:

- Procurement plans, budgets preparations and procurement management and tracking system
- Performance monitoring database
- Procurement filing system (both electronically and manually)
- Procurement Monitoring systems and Reports
- Procurement notices and reports
- Various solicitation documents
- Capacity building and training plans and reports and action plans for training and capacity building programs
- Other reports and documents as required.

Qualifications and Experience

- Degree in Procurement, Law, Engineering, Business Administration, Economics, etc with minimum of 10 years of experience in public procurement practices and procedures, 7 of which must have been served as a Procurement Consultant/Consultant or Procurement Manager in implementing procurement action according to governmental and international development organizations guidelines such as World Bank, African Development Bank, United Nations etc. for procurement of goods, works and services.
- Membership in a recognized procurement-related institute, such as CIPS or ISM would be an added advantage.
- Knowledge of the concepts, principles and practices governing international procurement, with the ability to translate concepts into operational work, including but limited to VFM, sustainable procurement, strategic sourcing, market analysis, contract management, etc.

Other Competencies

- Demonstrated high experience in contract management at managerial level.
- Fluency in spoken English and ability to write lucid reports and documents in English is required;
- Strong organization skills and ability to work in a team-oriented, hostile, dynamic and diverse environment;
- Excellent interpersonal skills, sound judgment, communication skills, training experience, ability to identify and resolve policy and operational constraints;
- Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint;
- Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision;
- Demonstrated capacity for initiative and efficient decision making with competent analytical and problem solving skills;

- Demonstrated ability to transfer skills and knowledge/ previous training or teaching experience is an advantage; and
- Demonstrated ability to adapt to challenges and changes in the workplace.
- Knowledge and experience in risk management.