

PROCUREMENT SPECIALIST

Position Title:	Procurement Specialist
Reporting to:	SCALED PIU Project Coordinator
Type of Appointment:	Individual Consultant
Duration:	12 months renewable upon satisfactory performance
Duty Station:	Mogadishu, Somalia

Project Background

The Republic of Somalia has received financing from the World Bank towards the cost of the Somalia Capacity Advancement, Livelihood and Entrepreneurship, through Digital Uplift Program (SCALED-UP) projects; and intends to apply part of the proceeds of the above project to finance the position of Procurement Specialist to support the Project Coordinator in the overall planning and management of all the project procurement activities.

The Project Development Objectives for SCALED-UP project is to support progress toward increased access to basic digital financial and government services targeting entrepreneurship and employment, particularly for women.

Scope of Services

The Procurement Specialist will develop and implement a cost-effective procurement management system for the SCALED-UP Project, including procurement plans in accordance with the World Bank Guidelines/Regulations:

Detailed responsibilities for the position are outlined below:

Key responsibilities:

- Advise the senior management of the FGS Ministry of Finance (MoF) on all procurement aspects of the Project
- Responsible for coordination and implementation of all procurement activities of SCALED-UP project.
- Work with other specialist in the SCALED-UP Project Implementation Unit to perform all necessary procurement under SCALED-UP for the period of the assignment
- Set up systems for procurement planning, implementation, monitoring and documentation for the projects as per required standards;
- 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;

- Provide guidance 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 procurement activities;
- Provide advice to 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/Regulations;
- Prepare Specific Procurement Notices (SPN) for the international and national competitive bidding procedures for procurement of goods as well as selection of consultants in accordance with the World Bank Guidelines and procedures for their posting in UNDB online and local newspapers, as necessary;
- Provide 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;
- Provide guidance and support in ensuring timely initiation of procurement processes, monitoring of the procurement processes and ensuring responses to procurement related queries are provided timely;
- Provide professional advice 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; contract negotiations and preparation of contracts; and ensuring that the signed contracts are published and distributed to relevant parties;
- Provide advice to the evaluation committees in the evaluation of bids and proposals in accordance with the World Bank Guidelines/Regulations 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;
- Provide professional guidance and advice on procurement documents filing for safe keeping of procurement records and propose and implement mechanisms for ensuring that important procurement documents are filed and retained in the established procurement files;
- Provide support in contract management, 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;
- Attend to procurement queries, disputes and complaints as they may arise during the procurement processing;
- Provide Technical Support in 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;

- Identify all possible inherent risks related to procurement, especially those related to fraud and corruption and propose appropriate measures to mitigate them; and
- Advise PMU and institutions benefiting from the project on all matters relating to procurement.
- Ensure that agreed supplies and procurement policies procedures stated above are adhered to.
- Execute procurements of all goods and services under the project.
- Prepare procurement plans and reports.
- Monitoring of procurement activities including expediting, delivery and inspection.
- Carry out any other procurement related function as shall be assigned by the Project Coordinator.

Qualifications

- University Degree from an accredited University in relevant discipline (e.g. Procurement Supply Chain Management, Business Administration, Accounting, Finance, Engineering or equivalent).
- A minimum of at least 7 years of direct relevant experience including broad expertise in the management of procurement in the public sector or private sector.
- Minimum of 5 years' experience in implementing procurement actions according to international organizations guidelines such as the World Bank, African Development Bank, the United Nations, etc. for procurement of goods and services.
- Demonstrated interpersonal skills and ability to work in a team environment.
- The candidate should have knowledge and understanding of project planning and implementation.
- High level of reliability and integrity.
- Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use.
- Written and spoken fluency in English required
- Written and spoken fluency in Somali will be an added advantage.
- Experience working in a Fragile State environment is desirable

Reporting arrangement and Deliverables:

The Consultant will report to the SCALED-UP Project Coordinator. He/She will be required to provide the following:

- Quarterly Reports to the Project Coordinator. The quarterly reports should cover interventions and activities conducted in the reporting period.
- Updating Procurement plan of the project and its execution report based on the approved plan.
- Updating of the Annual Procurement Plan;
- Timely preparation of bidding documents; Request for Proposals with adequate quality and related Evaluation Reports;

- Quarterly procurement status; and
- Annual procurement status report.

Input/facility provided by the Client:

The client will provide office space with necessary furniture and other facilities such as printing facility etc. to enable the consultant to perform day-to-day work. The Client shall also provide soft and hard copies of any existing procurement manuals if any on signing of the contract.