

**Terms of Reference
for
Consultancy Services for International Procurement Specialist
Project Implementation Unit
World Bank Health Portfolio
Ministry of Health**

1.0 Background

In February 2021, Institutional Foundations to Improve Services for Health (IFISH) with the development objective to improve health service delivery to women, children and adolescents in Liberia became effective with a credit equivalent to USD 54 million from the World Bank. Consistent with its development objectives, the project will finance the phase 2 construction of the New Redemption Hospital for additional departments (medical, surgical, ophthalmology, dental and emergency) and other buildings to serve as staff accommodations. Additionally, the project will support the procurement of equipment and furniture for the operation of Phase 1 and 2 of the New Redemption Hospital. At the primary level, the project will support the building of new PHC facilities and accommodations, renovation and refurbishing of existing PHC facilities among other procurement activities.

The Ministry of Health through its Project Implementation Unit (PIU) will implement the project. The Project Implementation Unit has been charged with the responsibilities of overseeing, coordinating, and managing World Bank-financed projects in accordance with the financing agreements and project implementation manuals. Currently, the unit is managing a portfolio of four projects, namely, Ebola Emergency Response Project (EERP), Institutional Foundations to Improve Services for Health (IFISH), REDISSE project, and Liberia COVID-19 Emergency Response Project. The unit, among others, will work with implementing departments, units, county health teams, and other agencies to coordinate, monitor, supervise, and evaluate project activities and interventions to meet the projects' development objectives.

To ensure effective and efficient coordination and management of project activities, the services of an experienced international procurement specialist embedded in the PIU is needed to manage and oversee procurement activities in accordance with relevant World Bank procurement guidelines.

2.0 OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to ensure effective, and timely procurement of goods, civil works, consultant, and non-consultant services approved under the IFISH project and assign from projects within the portfolio in accordance with the World Bank procurement guidelines and other requirements stipulated in the project documents; as well as the efficient management of all contracts and related instruments. The consultant will provide hands on capacity building for procurement officers and assistants within the PIU and the MoH procurement Unit on World Bank procurement procedures, best practices, contract monitoring and management.

3.0 SCOPE OF SERVICES

The Procurement Specialist shall be overall responsible for overseeing all procurement under the IFISH project and lead all procurement activities associated to the Phase 2 of the New Redemption Hospital construction in consultation with the PIU and Procurement Unit of the Ministry of Health. The Procurement Specialist shall, *inter alia*, apply sound technical methods and procedures consistent with prescribed procurement guidelines and policies in conducting the following tasks:

- a. Supervise the preparation and/or updating of the Projects' Procurement Plan, detailing contract packages for goods works and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity. The Consultant will do this along with the National procurement officer.
- b. Facilitate timely preparation of Terms of Reference (TORs) for consulting assignments and the specifications for required goods and works including review for completeness, consistency, and fairness. The consultant will work with Deputy Project Manager in performing this task.
- c. Preparation and subsequent issuance of related Requests for Proposals (RFPs) on consulting assignments and Requests for Quotations (RFQs) or other bid documents using mostly World Bank standard templates. The consultant will work with the Procurement Unit Director to perform this task.
- d. Preparation and arranging publication of Specific Procurement Notices (SPN) and Requests for Expressions of Interest (REOI) in line with requirements of World Bank procurement guidelines. The consultant will work with the Procurement Unit Director to perform this task.

- e. Collaboration with the Deputy Minister for Administration to ensure the selection of Evaluation Panels to be responsible for evaluation of bids and proposals for supply and delivery of goods, consultant, and non-consultant services, respectively. The Consultant will work with the Project Manager or Deputy in the performance of this task.
- f. Training members of the Evaluation Panels on how to review and evaluate bids and proposals, prepare and complete evaluation instruments and reports, in keeping with relevant guidelines and procedures of the World Bank.
- g. Receive and secure all project-related Expressions of Interest (EOI) and bids as well as organize and co-chair public opening sessions of bids and proposals conducted with the MoH procurement Unit;
- h. Coordinate and ensure timely responses to clarifications raised by bidders or short-listed consultants and circulation of minutes for pre-bid or pre-proposal conferences, as may be required;
- i. Participation in meetings of Evaluation Panels (EPs) in the role of general Secretary and providing guidance to ensure that the appropriate guidelines are followed to arrive at the recommendations for contract awards; including preparation of minutes of the evaluation meetings and related evaluation reports for “no-objection” to recommendations made therein.
- j. Coordination of the response to inquiries and communicate the results of the evaluation process to bidders or consultants, in keeping with appropriate guidelines;
- k. Arrangements for contract negotiation, oversee the negotiation process, and prepare negotiation minutes, draft contracts, and requests for “no-objection” to contract awards;
- l. Preparation of final contracts and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (e.g., Consultants, Suppliers, the World Bank, Technical Officers of Ministries et al); ensure publication of contract awards as required by World Bank Procurement guidelines.
- m. Establishment and maintenance of a simple procurement management tracking system to monitor implementation of each procurement activity, and ensure efficient contract management; thereby, enhancing acceptability of services rendered.
- n. Supervise the maintenance a 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);

- o. Supervisory support to PIU procurement staff involved in the project, and provision of hands-on procurement training to address weaknesses identified during supervision as well as expressed training needs of procurement staff.
- p. Performance of ad hoc procurement or other related duties, as required.

4.0 DURATION OF THE SERVICES

The duration of this assignment to be executed by the Procurement Specialist is scheduled for twelve (12) man-months, from contract effectiveness, subject to renewal based on satisfactory performance and need.

5.0 QUALIFICATION AND EXPERIENCE OF INTERNATIONAL PROCUREMENT SPECIALIST

The International Procurement Specialist must have the following minimum educational and professional qualifications and experience:

- a) Master's degree in public Procurement Management or other relevant disciplines (e.g. Business, Law, Engineering, Public Administration, Management, or other relevant university degree) with a minimum of 8 years' experience in procurement and contract management in the public sector.
- b) Bachelor's degree in relevant discipline (e.g. Business, Law, Engineering, Public Administration, Management, or other relevant university degree) with a minimum of 16 years post-graduate experience in procurement and contract management in the public sector.
- c) Bachelor's degree in Engineering is an added advantage.
- d) Minimum of 5 years of relevant work experience working for World Bank Funded project is required or any other project funded by a multilateral international organization with emphasis on construction.
- e) professional qualifications in procurement from a recognized institution (e.g. Chartered Institute of Purchasing and Supply (CIPS), or Institute of Supply Management (ISM) USA, will be an added advantage.
- f) Experience in public sector procurement management system is preferred but not a requirement.
- g) Consultant must have professional experience of training and presentation.

- h) Excellent communication skills, both written and oral.
- i) Proven record of satisfactory performance of similar assignments in the region or any country in the Sub-Sahara Africa.
- j) Proven record of working effectively within multi-disciplinary teams.
- k) Proven record of high integrity and honesty in working effectively within multidisciplinary teams.
- l) Computer literacy, including advanced Microsoft Office skills (Excel, PowerPoint, and Word) and database management
- m) Must have working experience in the World Bank Procurement existing operating system (**Systematic Tracking of Exchanges in Procurement-STEP**).

6. FACILITIES TO BE PROVIDED BY CLIENT

The International Procurement Specialist shall work at the Ministry of Health Central offices, located in Monrovia, Liberia.

All working facilities necessary for the implementation of the International Procurement Specialist assignment (such as reasonable office space, office furniture, local telephone line, internet access, transportation, and equipment necessary to undertake the tasks assigned) shall be provided by the Project Implementation Unit (PIU).

7. REPORTING OBLIGATIONS

The International Procurement Specialist shall report to and work under the direction of the PIU Portfolio Manager at the Ministry of Health. The International Procurement Specialist will prepare an inception report, Work Plan, monthly work reports outlining his/her tasks, the methodology that will be used and recommendations for improving the procurement function.

8. Deliverables

- Initial 18 –month Procurement Plan for the IFISH and monthly updates of same.
- Register of qualified suppliers and consultants with periodic updates of this register resulting from advertisements and requests for Expressions of Interest (EOI);
- Evaluation Reports on review and evaluation of bids and proposals for consultant and non-consultant services;

- Negotiation Minutes between relevant MOH authorities and approved individual consultants or consulting firm for contract award under the IFISH;
- Procurement Tracking System including accurate and complete file for each contract award.
- Monthly Procurement Progress Monitoring Reports covering details regarding contract awards, implementation status and performance appraisal or ratings.
- Reports on Training needs assessment, training plan and training sessions for designated procurement staff.