



**MINISTRY OF AGRICULTURE
REPUBLIC OF LIBERIA
GARDNERSVILLE, SOMALIA DRIVE
MONROVIA, LIBERIA**



Rural Economic Transformation Project (RETRAP)

LOAN #: P175263

Post Title: Procurement Specialist

Location of Post: Program Management Unit of the Ministry of Agriculture, Gardnersville, Somalia Drive, Monrovia, Liberia, with extensive travel to project counties.

Recruitment: National

Contract Duration: 2 years' contract, renewable based on agreed satisfactory performance targets and deliverables

Reports to: Operations Manager

Recruitment: National Position

Background

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As its focus, the project will support the value chains of cassava, Rubber, Poultry & Pig husbandry Vegetables. The project will be implemented in 11 of the 15 counties over a period of five years.

Scope of Services

The objective of the assignment is required for implementation of the Rural Economic Transformation Project (RETRAP). in accordance with World Bank Procurement Guidelines for IPF Borrowers and other requirements stipulated in the Project Documents; as well as the efficient management of all procurement contracts and related instruments. The Procurement Specialist, supervised by the Operations Manager shall be responsible for all major project procurements, participate in all aspects of procurement tasks and progressively take upon more complex tasks over the project period. The Procurement shall conduct the tasks identified below by applying sound technical practices and methods.

Working under the direction of the Project Operations Manager, the Procurement Specialist shall, inter alia, undertake the following:

- a) Review all available project documents to facilitate the establishment of procurement procedures for the management and implementation of the project;
- b) Handle efficiently STAR-P procurement management system which is based on the guidelines and procedures for the conduct of procurement under World Bank funded projects specifically the World Bank Procurement Regulations for IPF Borrowers for the procurement of goods, works and services;
- c) Establish a simple procurement management tracking system that would monitor the implementation of procurement activities;
- d) Ensure the timely procurement of goods, works and services as identified in the approved Procurement Plan and in accordance with World Bank procurement regulations for IPF Borrowers, July 2016 and revised August 2018.
- e) Participate in project management meetings and World Bank Implementation Support Missions; including the preparation of all information required for the meetings and World Bank missions, in particular, the procurement records for facilitating post-procurement reviews.
- f) Keep and maintain up-to-date procurement records, ensuring that the bid/ tender evaluation process is documented in accordance with World Bank requirements.
- g) Constantly review procurement arrangements in relation to the procurement plan to ensure consistency with grant agreements and identify weaknesses, if any, and measures that should be undertaken to mitigate the risks posed by any weaknesses;
- h) Develop and Participate in the preparation of the Project's Annual Procurement Plan, detailing contract packages for works, goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- i) Monitor procurement implementation and update the procurement plans prepared at the beginning of the project for the procurement of goods, works, and the procurement of Candidate s services annually and whenever it becomes necessary to do so;
- j) Ensure that all procurement activities are uploaded into STEP and the relevant approvals are sought for each stage of the procurement process, where applicable.
- k) Prepare and arrange the publication of General Procurement Notices and Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;
- l) In consultation with the STAR-P PIU coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for goods, works and non-consulting services using the World Bank Standard Procurement Documents where applicable;
- m) Receive bids and participate in bid opening sessions, serve a secretary in evaluating bids and Candidate s' proposals, and ensuring that the appropriate procurement regulations are followed to arrive at the recommendations for award to suppliers, contractors and Candidate s;
- n) Prepare award letters and contract agreements for signing by authorized representatives of the parties involved;
- o) Prepare amendments to contracts, where applicable, in collaboration with relevant team members concerned with the contract;

- p) Liaise with technical and finance units to ensure that payments to suppliers, contractors and Candidates are made within the time stipulated in the contract agreements and all payment records are properly filed in the individual contract files and in STEP; and
- q) Carry out any other relevant periodic duties that may be assigned by the National Project Coordinator from time to time.

Qualification and Experience

- Bachelor's degree in Public Procurement Management or other relevant disciplines (e.g. Business, Law, Engineering, Public Administration, Management or other relevant university degree, etc.); A diploma/certificate 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) will be an added advantage.
- Must have good knowledge of procurement policies and procedures of multilateral financial institutions (e.g. the World Bank) and development co-operation agencies; as well as good knowledge of the institutional, technical, and commercial aspects of procurement;
- Excellent skills in project management and communications, both written and oral, demonstrated in previous jobs;
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- A minimum of 3 years' experience in procurement and contract management in the public or private sector with at least 2 years' work experience on procurement management of World Bank funded projects and is conversant with STEP procurement system.
- Proven track record in working effectively within multidisciplinary teams.

Key Competencies

Abilities

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated. Skills
- Excellent interpersonal and team building skills, including negotiation skills
- Excellent written and spoken communication skills, including presentations
- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications
- Well-developed organizational skills
- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general. Experience in Liberia is an added advantage.
- Working knowledge of the operational modalities for national and international NGOs is desirable.

Facilitates to be provided by the Client

- Office space, Project Appraisal Document, Approved Procurement Documents, Laptop and Printer and vehicle transportation to and from work.

Performance Criteria

- i. Establish a simple procurement management tracking system that would monitor the implementation of procurement activities;
- ii. Develop and Participate in the preparation of the Project's Annual Procurement Plan, detailing contract packages for works, goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- iii. Prepare and arrange the publication of General Procurement Notices and Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;
- iv. Ensure that all procurement activities are uploaded into STEP and the relevant approvals are sought for each stage of the procurement process, where applicable.
- v. Prepare and arrange the publication of General Procurement Notices and Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;

Selection Method: Individual Consultancy Selection (INDV) method.

If you are interested and fulfill the above-mentioned requirements in any of the positions, please send your application to UNDP Human Resources Department via the below email address indicating in the subject line the position:

vacancies.lr@undp.org.

Please note that the Application package includes a Motivational letter and a Curriculum Vitae (CV), with Notarized educational credentials, Names, email addresses and phone numbers of 5 referees, two of whom must be former or current Supervisors.

Deadline- October 18, 2021