



Liberia Sustainable Management of Fisheries Project (LSMFP) **National Fisheries & Aquaculture Authority**

P. O. Box 10-1384
United Nations Drive, Bushrod Island
1000 MONROVIA 10, LIBERIA



REQUEST FOR EXPRESSION INTEREST (INDIVIDUAL CONSULTANCY)

PROJECT ID: P172012

Subject: Request for Expression of Interest (REOI) for provision of Consultancy Services as Procurement Officer for LSMFP Project

Reference No: LR-NAFAA-255515-CS-INDV

Assignment Title: Procurement Officer

The Government of Liberia through the National Fisheries & Aquaculture Authority has received financial support from the World Bank Group in support of the **Liberia Sustainable Management of Fisheries Project (LSMFP)** in Liberia and intends to apply part of the proceeds towards the recruitment of a National Procurement Officer.

The Government of Liberia (GOL), through NaFAA, seeks to engage the services of a Procurement Officer to support the LSMFP PIU in the implementation of its procurement processes. The objective of the assignment is required for implementation of the Liberia Sustainable Management of Fisheries Project (LSMFP) in accordance with World Bank Procurement Regulations 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 project currently has a procurement consultant, which has been on the project during the preparatory phase. The project has been approved by the World Bank, therefore there is need to hire additional procurement officer to boost the procurement additional capacity on the project.

The National Fisheries and Aquaculture Authority (NaFAA) now invites eligible individual consultants to indicate their interest in performing the Services. Interested Individual Consultants should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria includes the following qualifications:

- Bachelor's Degree in Civil Engineering or other relevant disciplines (e.g.) Public Procurement Management, Business, Law, Public Administration, Management or other relevant university

degree, etc.) with a minimum of 5 years' experience in civil works procurement and contract management with a donor funded project at a public sector institution.

- 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;
- Must have 4 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

- A professional purchasing and logistics qualification and/or certification/degree in procurement management or related discipline;

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites:

a) www.nafaa.gov.lr

b) www.emansion.gov.lr

c) www.moa.gov.lr

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, August 2018, and November 2020 setting forth the World Bank's policy on conflict of interest. Please refer to paragraph 3.17 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank's website at <http://projectsbeta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-newframework> .

An Individual Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours, i.e. 0900 to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **Wednesday October 27, 2021 @ 4:00PM GMT**

Liberia Sustainable Management of Fisheries Project (LSMFP)

Attn: Acting Project Coordinator

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TERMS OF REFERENCE (PROCUREMENT OFFICER)

1. Background

The Government of Liberia through the National Fisheries & Aquaculture Authority (NaFAA) has received a loan from the World Bank Group in support of the Liberia Sustainable Management of Fisheries Project (LSMFP) in Liberia and intends to apply part of the proceeds towards the recruitment of a National Procurement Officer to support project implementation. The LSMFP aims to support fish value chain creation to enhance processing and quality management to improve trade and export and increase fisheries revenues, thus increasing revenue generation from the fisheries and aquaculture sector of Liberia. The project will work with donor and local partners, including fishermen's organizations to establish co-management as a way of decentralizing governance of the small-scale fisheries sector of Liberia and to improve monitoring, control, surveillance and overall management of the fisheries resources of Liberia.

2. Objective

The Government of Liberia (GOL), through NaFAA, seeks to engage the services of a Procurement Officer to support the LSMFP PIU in the implementation of its procurement processes. The objective of the assignment is required for implementation of the Liberia Sustainable Management of Fisheries Project (LSMFP) in accordance with World Bank Procurement Regulations 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 project currently has a procurement consultant, which has been on the project during the preparatory phase. The project has been approved by the World Bank, therefore there is need to hire additional procurement officer to boost the procurement additional capacity on the project.

Scope of Work

The Procurement Officer will work under the supervision of LSMFP Project Coordinator and in collaboration with the Procurement Specialist. He/She will liaise with relevant staff of the Project, NaFAA and other beneficiary agencies as appropriate. He/She will be accountable for ensuring that all procurement is conducted in accordance with the World Bank procurement guidelines and procedures, as well as in accordance with the GOL's Public Procurement and Concessions Act.

Specific task will include:

a. Manage the Procurement Process

- Review Terms of References (ToRs) and provide necessary guidance to the user departments, prepare Requests for Proposals (RFP) and bidding documents using World Bank standard documents and where appropriate the national standard documents as approved by the Liberia Public Procurement and Concessions Commission;
- Collaborate with Procurement Consultant on the advertising process (Request for Expression of Interests, Invitation for Bids, Publication of award of contracts) involved in procurement, procurement correspondence, bid receipt, and bid opening in strict accordance with agreed procurement procedures;
- Review and evaluate received procurement proposals and documents and support the process of engaging consultants and bidders;
- Follow up with concerned government departments and the World Bank to have RFPs and bidding documents approved and issued in a timely manner according to the approved procurement plan;

- Prepare and execute contracts, purchase orders and requisitions;
- Ensure the commercial as well as the technical clauses of bidding documents are of a high quality and are in conformance with the requirements of the latest World Bank Procurement Guidelines;
- Review and issue comments on all bidding packages procured including those not subject to prior review. The review shall ensure that the documents are prepared according to the Bank's Regulations and procedures, applicable covenants of the Financing Agreement, the most recent bidding forms recommended by the Bank and follow established best procurement practice;
- Periodically update the procurement plan for the Project. Rationalize the bidding packages to ensure timely handling of the bidding procedures and the appropriate method to procure each contract; and,
- Verify that all proposed procurements are eligible for financing under the Credit;
- Follow up with concerned government departments and the World Bank to obtain approval of the procurement plan/documents in a timely manner; and
- Perform other tasks as assigned by the Project Coordinator.

b. Vendor Management

- Maintain a list of vendors supplying various items;
- Develop and execute measurement tools to accurately gauge vendors' performance (quality, delivery times, etc.) and communicate results internally and externally as necessary;
- Check invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and approve invoices for payment; and,
- Maintain procurement records such as items or services procured, costs, delivery, product quality or performance, and inventories, compiling data on these for internal monthly reports.

c. Performance Criteria

- Establish a simple procurement management tracking system that would monitor the implementation of procurement activities;
- 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;
- Prepare and arrange the publication of General Procurement Notices and Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;
- Ensure that all procurement activities are uploaded into STEP and the relevant approvals are sought for each stage of the procurement process, where applicable.
- Prepare and arrange the publication of General Procurement Notices and Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;

d. Procurement Reporting

- Prepare and review evaluation reports along with draft contracts to submit through the Project Coordinator for onward submission to the World Bank for approval;
- Follow up with concerned government departments and the World Bank to have the evaluation reports approved in a timely manner;

- Monitor and report the procurement implementation status and progress to GOL and the World Bank as required;
- Prepare quarterly physical progress and procurement reports for the World Bank;

I. Reporting and Time Schedule

The duration of the assignment is one (1) year with a three (3) Months' probation, and shall be renewable based on satisfactory performance and availability of funding. The Procurement Officer will report to the Project Coordinator of LSMFP and work closely with the Procurement Specialist, Project Team, NaFAA, and other relevant agencies and technical staff responsible for project activities.

II. Qualification Requirements

a. Academic Qualifications

- Bachelor's Degree in Civil Engineering or other relevant disciplines (e.g.) Public Procurement Management, Business, Law, Public Administration, Management or other relevant university degree, etc.) with a minimum of 5 years' experience in civil works procurement and contract management with a donor funded project at a public sector institution.
- 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;
- Must have 4 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
- A professional purchasing and logistics qualification and/or certification/degree in procurement management or related discipline;

b. Knowledge, Skills, and Abilities

- At least 4 years of experience in utilizing World Bank procurement procedures, guidelines and practices;
- At least 5 years of experience in handling, managing or overseeing competitive procurement for international donor funded projects; preferably works procurement.
- Considerable knowledge of purchasing methods and procedures; working knowledge of sources of supplies, price trends and grades or quality of materials and equipment;
- Working knowledge and experience of the laws, guidelines and ordinances governing the purchase of goods and services and the selection of consultants, particularly the applicable World Bank guidelines;
- Working knowledge of personal computers including word processing and spreadsheet applications;

- Appropriate involvement and/or experience with similar projects in developing countries is desirable. Knowledge of and experience in utilizing World Bank and/or other international development organizations' procurement procedures is required;
- Fluency in English (listening, reading, writing, speaking) and ability to communicate effectively, orally and in writing;
- Ability to listen and ascertain the needs of customers; ability to find and communicate accurate information concerning processes, policies and procedures to customers; and ability to respond to customers tactfully and courteously;
- High integrity and accountability in all aspects of procurement management;
- Ability to analyze and process purchasing requisitions and vouchers and make purchasing decisions effectively; ability to establish and maintain complex purchasing and inventory records;
- Ability to establish and maintain effective working relationships with project team, other departments, vendors and the public.

III. Duty Station: Monrovia

IV. Selection Method: The recruitment method for the consultant shall be through Selection of Individual Consultant (IC).