



**MINISTRY OF AGRICULTURE**  
**REPUBLIC OF LIBERIA**  
**PROGRAM MANAGEMENT UNIT**



**Smallholder Agriculture Transformation and Agribusiness Revitalization Project(STAR-P)**

**Credit No: 160945**

**TERMS OF REFERENCE FOR RECRUITMENT OF PROCUREMENT OFFICER FOR THE SHALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT (STAR-P) FOR THE MINISTRY OF AGRICULTURE**

**Post Title:** Procurement Officer

**Location of Post:** Program Management Unit of the Ministry of Agriculture and with extensive travel to project counties.

**Contract Duration:** One Year and renewable based on satisfactory performance

**Reports to:** Project Coordinator

**Recruitment:** National Position

**Background**

The Government of Liberia requested the support of the World Bank to design and implement the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The proposed development objective is to increase agricultural productivity and promote commercialization of smallholder farmers for selected value chains in selected counties of Liberia. The project will fulfill these objectives by: (i) strengthening the productive capacities of smallholder producers; ii) facilitating input and output market linkages for smallholder producers; and (iii) supporting institutional strengthening and capacity building for a competitive commercial agriculture sector.

**Scope of Services**

The objective of the assignment is required for implementation of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) 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 Officer, supervised by the Project Coordinator 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 Coordinator, the Procurement Officer 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 consultants 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 consultants' proposals, and ensuring that the appropriate procurement regulations are followed to arrive at the recommendations for award to suppliers, contractors and consultants;
- (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 consultants 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.) with a minimum of 3 years' experience in procurement and contract management in the public or public sector, OR
- 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 3 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.

**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](mailto: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- November 28, 2021**