



GOVERNMENT OF LIBERIA



Ministry of Commerce and Industry Ministerial Complex Congo Town, Monrovia

**Liberia Investment, Finance and Trade (LIFT) Project
Project No.: P171997**

Ministry of Commerce and Industry (MOCI)

Terms of Reference Project Procurement Specialist

Post Title: Procurement Specialist

Location of Post: Project Implementation Unit-Ministry of Commerce and Industry,
Ministerial Complex, Tubman Boulevard, Congo Town

Contract Duration: 2 years with possible extension based on satisfactory performance.

Reporting Line: Project Coordinator-LIFT-P

Recruitment: National Position

Type of Contract: Lump Sum Contract

Background

1. The Government of Liberia, through the Ministry of Commerce and Industry (MOCI), has received a Project Preparation Advance (PPA) amount from the World Bank in preparation for the implementation of the *Liberia Investment, Finance and Trade (LIFT) Project: P171997* if approved. MOCI intends to recruit a Procurement Specialist to work with the PIU's team to be established at the Ministry of Commerce and Industry.
2. The overall objective of the LIFT-P is to improve the investment climate, expand sustainable access to finance, and increase the efficiency of trade in Liberia and help formal MSMEs recover from the impact of the COVID-19.
3. The LIFT-P is an explicit contributor to the FY19-FY24 Country Partnership Framework (CPF) Pillar I: Strengthening Institutions and Creating an Enabling Environment for

Inclusive and Sustainable Growth. Specifically, the project implements Objective 3 of the CPF, that seeks a more enabling environment for the development of Small and Medium Enterprises (SMEs). The Project furthers the CPF's objective by fostering the emergence of an inclusive private sector through a more hospitable investment climate, expanded access to finance, and stronger market governance. The LIFT-P envisions the removal of key regulatory constraints, and will facilitate trade and expand access to finance. Specifically, it will focus on (i) the regulatory areas where Liberia ranks low on Doing Business indicators, (ii) implementation of the Financial Sector Development Implementation Plan and National Financial Inclusion Strategy, (iii) implementation of the Insolvency and Restructuring Law adopted in 2017, and (iv) support for Liberia's implementation of commitments to the World Trade Organization (WTO), Trade Facilitation Agreement, since adoption of the long-awaited Customs Code.

4. The project supports a Jobs and Economic Transformation (JET) framework for Liberia and its two pillars on which the outcomes sit: better market functioning and improved firm capabilities. In doing so, the project targets six of the ten-building block in this framework as a complement to other parallel activities under the Liberia CPF supporting macroeconomic management, infrastructure services, employment policy and human capital. The project takes account of the Government Recovery Program (GRP) project that seeks to support otherwise viable growth oriented private enterprises that were adversely impacted by the effects of the pandemic. As the mechanism for firm level support is structured, guardrails will be established to prevent adversely impacting financial discipline and commercial credit underwriting needed for a sustained recovery. At the same time, with various indicators highlighting access to finance as an issue, attention to expanding digital financial services (DFS) is needed.
5. In addition to its contribution to the Jobs agenda, the Project design supports a range of IDA priorities including Gender, Climate, Governance, Fragility, Conflict & Violence and Maximizing Finance for Development (MFD). The project will ensure that women-oriented training and eligibility will be included in firm support and financial access component by deliberately incorporating, in the design of project activities, features that seek to address the identified gaps between men and women with respect to their participation in economic activity in the country, especially around differential constraints and performance between women-owned and men-owned firms. These include the reforms to the business environment (e.g., registration, permits and access to finance), as well as activities to support SMEs and entrepreneurs. The project will monitor the extent to which activities are contributing toward closing gender gaps by measuring, among other things: (i) the number of women led MSMEs with a loan through the project; and (ii) the percentage of women that are covered by the credit registry.
6. Finally, as a foundational project to strengthen the public sector's ability to facilitate growth of the private sector on a sustainable basis, significant efforts will be devoted to institution building activities in key agencies. In this light, the project's concept identifies the strengthening of institutional functioning, streamlining of business processes and use of automation to lower costs, improve services and remove face-to face interactions.
7. The Project will be implemented in all 15 counties of Liberia for the next 5 years.

Scope of Services

The objective of the assignment is required for implementation of the Liberia Investment, Finance and Trade (LIFT-P) 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 Procurement Specialist will provide guidance during all major project procurements, participate in all aspects of procurement tasks.

With supervision from the Project Coordinator, the Procurement Specialist shall undertake the following:

- Review all available project documents to facilitate the establishment of procurement procedures for the management and implementation of the project;
- provide supports efficiently to LIFT-P's 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;
- Support in the establishment of a simple procurement management tracking system that would monitor the implementation of procurement activities;
- 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, revised August 2018 and November 2020.
- 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.
- Advise on record keeping and maintenance of up-to-date procurement records, ensuring that the bid/ tender evaluation process is documented in accordance with World Bank requirements.
- Constantly review 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;
- Develop and Participate in the preparation of the Project's Annual Procurement Plan, detailing contract packages for works, goods, non-consulting services and consultancy services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- 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 consultant's services annually and whenever it becomes necessary to do so;
- 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;
- In consultation with the LIFT-P's 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;
- Conduct r bid submission, and 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 of contracts to suppliers, contractors and consultants;

- Prepare award letters and contract agreements for signing by authorized representatives of the parties involved;
- Prepare amendments to contracts, where applicable, in collaboration with relevant team members concerned with the contract;
- 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
- Carry out any other relevant periodic duties that may be assigned by the National Project Coordinator from time to time.

Qualification and Experience

- Master's degree in Public Procurement Management or any other relevant discipline (e.g. Business, Law, Project Management, Administration, Engineering etc with a minimum of 5 years' experience in procurement and contract management in the public or private sector, **or**
- First degree in Public Procurement Management or any other relevant discipline (e.g. Business, Law, Engineering, Public Administration or other relevant university degree, etc. with minimum 7 years post graduate experience in procurement, and contract management in the public sector);
- A professional qualification in procurement from the Chartered Institute of Purchasing and Supply (CIPS) U.K. or the Institute of Supply Management, (ISM) USA a must.
- 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;
- A minimum of 5 years' experience in procurement and contract management in the public or public sector with at least 2 years' work experience on procurement management of World Bank funded projects; Conversant with STEP procurement system is an added advantage.
- 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 and donor funded projects (eg. WB, USAID, etc) is must.

Performance Criteria

- Establish a simple procurement management tracking system that will 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;

Selection Method: Individual Consultancy Selection (INDV) method.