



SOMALI FEDERAL REPUBLIC
Ministry of Labor and Social Affairs

TERMS OF REFERENCE

Terms of Reference (ToR) for Project Implementation Unit Manager SNHCP Program
Procurement Specialist

BACKGROUND

A Procurement specialist is required to support the Federal Government of Somalia (FGS) in the implementation of a World Bank-funded Program, the Shock Responsive Safety Net for Human Capital Project (SNHCP, P171346). The project development objective of SNHCP is to provide cash transfers to targeted poor and vulnerable households and establish the key building blocks of a national shock-responsive safety net system. The project is targeting effectiveness by September 2019. In support of activities under SNHCP the FGS seeks to hire a Procurement Officer as part of the project implementation unit (PIU).

Project Overview

FGS has secured a grant from the World Bank (WB) the IDA's pre-arrears clearance grant to be applied towards implementation of SNHCP over a three-year period. The SNHCP Program consists of three components.

Component 1: This Component would provide unconditional cash transfers to households that are chronically poor and vulnerable to drought and malnutrition and link them to complementary nutritional support programs. The objectives of the component are: (i) support households to strengthen their resilience and avoid negative coping mechanisms (e.g. selling off existing households' assets) to meet escalating needs as a result of the drought in the short term; and (ii) promote human capital investment in the medium to long term by linking beneficiary households to complementary nutrition services (where they exist) and continuing to smooth consumption gaps through predictable and reliable provision of cash transfer, even after drought risks are no longer present. Around 200,000 beneficiary households (approximately 1.2 million individuals) with children under five years of age will receive a monthly payment of US\$ 20 delivered on a quarterly basis, initially for a one-year duration. The benefit size has been based on estimates and initial data on prices of the minimum expenditure basket (MEB) for food. While food prices vary significantly by region and season, rough estimates indicate that a US\$ 20 benefit would cover on average about 50-70 percent of the MEB, based on the December 2018 price data. Mothers or female caregiver of the children would be the direct recipients of the transfer.

Component 2: This component would establish the key building blocks of a SP delivery system and advance policy development, as well as strengthen institutional capacity of relevant government ministries to manage and implement it. The objective of the component is to build capacity of FGS/MoLSA to gradually take over full management and implementation of a safety net program and form the foundation for a more comprehensive social protection system in Somalia. The component will provide policy support; technical assistance for the development of safety net delivery systems: a unified social registry, MIS, operational procedures for registration, enrollment, targeting, grievance redress, payment delivery, monitoring, community outreach and information campaign; and capacity building activities.

Component 3: This component would establish a Project Implementation Unit (PIU), strengthen MoLSA's coordination arrangements, promote learning and knowledge management through robust M&E and support explore a design of a pilot productive safety net targeted at youth. Specifically, the PIU would be established at the federal level at MoLSA during the first year. Subsequently, separate antenna PIUs or Focal Points would be created in each of the member states. Focus would also be given to strengthening MoLSA's coordination arrangements within other ministries and stakeholders at the federal level, and between the federal level and the Member States at the local level.

Project beneficiaries

The SNHCP is expected to target 200,000 poor and vulnerable households (approximately 1.2 million individuals) in the six states of Somalia and provide them with nutrition-linked cash transfer. Targeting of beneficiaries will be conducted in three stages: (1) selection of districts, (2) selection of communities in the targeted districts, (3) community-based targeting (CBT) of households in selected communities based on the household eligibility criteria.

Implementation arrangements

Component 1 will be implemented by FGS with a PIU embedded within the Ministry of Labor and Social Affairs in Mogadishu. The PIU will be supported by the WB Task Team, which will include a Project Task Team Leader and technical consultants based internationally (Washington, D.C. and Nairobi).

The federal PIU will be headed by a Project Manager, and will include an Operations Officer, Communication Officer, MIS Officer, GRM and social risk management officer, M&E Officer, Financial Management Officer and Procurement officer. The composition of the Focal Points at the member state level will be formed after consultation with State Governments and will be informed by the agreed implementation and governance structure of the national safety net program. Other staffing of the PIU will depend on the need, content, and the scope of the procurement and work plans.

OBJECTIVE AND SCOPE OF WORK:

The overall responsibilities of the Procurement Officer are on (i) to advise the Project Operations Officer, and the project manager on all procurement aspects of the Project; and (ii) He/she will be

responsible for implementation of procurement activities within the Shock Responsive Safety Net for Human Capital Project (SNHCP), (iii) The Procurement Specialist will work with other officers in the project implementation unit to perform all necessary procurement. The Procurement Officer will carry out all procurement of goods and services according to the World Bank procurement guidelines.

The Procurement Officer will also work closely with other relevant PIU staff whose functions directly depend on the functional state of the procurement (e.g. Finance Officer, GRM officer, etc.). The Procurement Officer will report to the Project Manager.

Under the leadership of the PIU Project Manager, and close collaboration, duties of the Project Procurement Officer will include:

1. Ensure that complete documentation is maintained on all procurement cases and coordinate and respond to procurement queries, disputes, and complaints.
 2. Participate and provide guidance to the evaluation process and the preparation of prepare Bid/Proposal Evaluation Report and Award Recommendations.
 3. Prepare Requests for No-objection for the World Bank for stages of procurement activities as required by Bank Guidelines.
 4. Provide guidance to contract management oversight for goods and consulting services to be procured and associated ancillary services.
 5. Establish a central procurement filing system, and ensure all related documents are included in the respective files.
 6. Provide procurement skills development and transfer to Government staff / Civil servants involved in Procurement activities.
 7. Provide hands-on assistance with the day-to-day work of the PIU, including on-the-job training of staff, and advising on and assisting with the development of training plans.
 8. Ensure timely preparation/updating, and submissions of the project procurement plan for review and approval by the Bank.
 9. Verify that procurement requests are in accordance to the approved procurement plan.
 10. Ensure that procurement procedures are in line with the Bank's Procurement Policy and the provisions of the Project Implementation Manual are followed.
 11. Prepare and publish general and specific procurement notices/ invitation for bids and work closely with user departments to ensure that Terms of Reference or technical specifications are obtained timely from relevant technical departments and beneficiaries.
 12. Prepare bidding documents for acquisition of works and the Request for Expressions of Interest (REoIs) and Request for proposal (RFP) for consulting services, consultant's shortlists and other documents based on relevant procedures for the procurement of consultant services.
-

13. Lead the bidding and selection processing, including organizing pre-bid or pre-proposal meetings, providing clarifications, coordinating the Receipt of bids/proposals, leading and participating in the opening of bids/proposals/ expressions of interest.
14. In close consultation with User Departments, participate in Evaluation of Expression of Interest, Quotations, Bids and Proposals.
15. Coordinate/make arrangements and participate in contract negotiations for consultancy services and technical discussions for works where applicable to provide technical guidance.
16. Prepare draft contract for Bank's consideration ensuring timely signing of contracts, ensuring timely clearance of procurement documents by the Bank.
17. Support capacity building efforts and mentor colleagues by sharing knowledge on procurement of works and services.
18. Prepare Procurement progress reports at a minimum on monthly basis, highlighting among others the progress on processing various contracts, constraints met and any other issues that require management attention.
19. Participate in contract monitoring and administration, liaise with the technical teams to ensure procurement contracts are efficiently managed, monitored and executed on time in order to get the value for money.
20. Monitor and track contracts being processed, identify constraints/challenges/issues especially deviations from agreed procurement schedules and seek to resolve issues in a timely manner in appropriate consultation with Management.
21. Maintain complete procurement files and records including all correspondence related to procurement activities.
22. Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded).
23. Enhance efficiency and effectiveness of the Procurement Data Management system and in particular set up a filing and record keeping system that ensures that procurement records are easily retrievable and available for independent procurement reviews or procurement audits.
24. Prepare procurement inputs to project quarterly progress reports, facilitating the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations.
25. Report immediately to the Operations Officer any noted fraud and corruption or governance issues with staff, bidders and consultants, and pass to the manager if not addressed.
26. Carry out any other duties as may be assigned from time to time.

STATEMENT OF QUALIFICATIONS AND EXPERIENCE:

The candidates should have the following desired qualifications:

- a) Bachelor's degree in Procurement, Business Administration, Accounting, Finance, Statistics, Engineering or equivalent; or
-

- b) An advanced degree with a major in a relevant discipline or professional qualification in Supply Management is an added advantage;
- c) A minimum of at least 10 years of direct relevant experience including broad expertise in the management of procurement in the public sector or private sector;
- d) Minimum of at least 5 years of experience in implementing procurement actions according to international organizations guidelines such as the World Bank, African Development Bank, the United Nations etc. for procurement of goods, services, and works;
- e) Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use;
- f) Experience of working in similar environment like that of Somalia;
- g) Excellent interpersonal communication, and presentation skills; and
- h) Proficiency in written and spoken English and Somali is required.

CONDUCT OF WORK:

Reporting: The Project Procurement Officer will directly report on a day to day basis to the PIU Manager. He/she will be expected to closely work with the Operations Officer to smoothly run project operations.

Work plans: The assignment will be managed through a work plan process allied to the quarterly program work plan. Project Procurement Officer will need to be available for quarterly project reviews either in country or in Nairobi.

Deliverables include:

- i) Within the first two weeks of the contract and in full consultation with the PIU Manager, prepare a clear work plan on procurement related activities and share with the implementing entities and the World Bank. The work plan shall be formally approved by the Project Manager and submitted to the World Bank.
- ii) Report regularly to the PIU, implementing entities and to the World Bank on key issues affecting the operations of the project procurement activities;
- iii) Prepare summary quarterly progress report on the assignment in the context of the approved work plan. The work plan should identify key milestones and related tasks undertaken within the quarter, emerging risks and challenges, recommendations to mitigate the risks and a projection of the key activities to be undertaken in the ensuing periods.

Language: Reports and other documents shall be submitted in English.

Duration of assignment: The Project Procurement Officer shall be contracted for Duration of Assignment: The Project Procurement Officer shall be contracted for an initial one-year period, with possibility for extension based on performance and requirement.



Facilities to be provided: The PIU will provide the Project Procurement Officer with office facilities, essential utilities, office services, stationery and office supplies and use of a computer, and printer.

Location of assignment: The duty station is Mogadishu, Somalia. The Project Procurement Officer will be based in the PIU within the Ministry of Labor and Social Affairs.

