

## MINISTRY OF LABOUR AND SOCIAL AFFAIRS

<b>TITLE: Social Protection Senior Procurement Consultant</b>	
<b>LOCATION:</b> Ministry of Labor and Social Affairs, Mogadishu, Somalia.	
<b>CONTRACT LENGTH:</b> 6 Months	
<p><b>Introduction</b></p> <p>The Ministry of Labour and Social Affairs of the Somali Federal government is mandated to provide policy direction and guidance on all labour administration and vocational training matters. The Ministry is also mandated to protect and develop the labour force to contribute to the socio-economic development of the Somalia Federal Government, these include formulation, review and implementation of social protection and social Security programs. Under this mandate, the Ministry of Labour and Social Affairs of the Federal Republic of Somalia aims to ensure the social support system efficiently combat poverty and reduce dependence on social benefits. With the support of the international partners including EU, UN and WB, the ministry has developed comprehensive social protection system in Somalia and aims to maintain and improve in line with the changing context and priorities, The Ministry of Labour and Social Affairs is looking for a qualified Social Protection Senior Procurement Expert to support the Ministry in realising this effort, while ensuring social protection is aligned with national development plans. The incumbent will support the Ministry in strengthening procumbent system and he /she will be responsible in leading procurements procedures, capacitating the staff, as well as coordinating with the relevant Ministries, Inter Ministerial government bodies at Federal and State level, and other partners.</p>	
<p><b>SCOPE OF ROLE AND OBJECTIVE</b></p> <ul style="list-style-type: none"> <li>• Under the support of SAGAL project, MOLSA needs procurement expert to support the MOLSA in straitening the procurement process for the procurement of goods and consulting services as well as contracts management processes.</li> <li>• The consultant will play a key role in supporting SAGAL project procurement activities and work closely with the senior project technical advisor and department director and liaises with other departments and agencies.</li> <li>• The Procurement Consultant will support MOLSA to the development of well-functioning procurement system, and make every effort to build capacity of the MOLSA procurement staff by providing on-site technical assistance as needed on issues of procurement plans, processes, development of guidelines, templates, and bidding documents, TORs, reports, performance evaluations, etc.</li> </ul> <p><b>The consultant reports to SAGAL senior technical coordinator</b></p>	
<p><b>Role will include:</b></p> <ul style="list-style-type: none"> <li>• The Procurement Consultant will be responsible for strengthening MOLSA's overall procurement system and assessing all the existing procurement procedures to ensure establishment of smooth and effective procurement procedures.</li> <li>• Strengthen the procurement management system in line with available MOLSA Policy &amp; Procedures.</li> <li>• Support the development of performance and procurement management tracking systems to monitor all suppliers and consultants and to track all consultants /suppliers, implementation of all procurement activities, and ensure the promptness and effectiveness of service providers' output delivery.</li> <li>• In liaising with the procurement director, prepare and update the MOLSA's Annual Procurement Plan and Budget outlining contract packages including estimated cost for all materials, consultancy and non-consultancy services, as well as the selection and</li> </ul>	

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procurement processes used and the processing times required to complete each procurement activity.

- In close collaboration with the procurement team prepare the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REIs) and other solicitation documents whenever required.
- Assist in the office in drafting all other necessary documents including Terms of Reference (TORs) drafting, when required, Expression of Interests (EOI), Request for Proposals (RFPs) relating to individual consultants and consulting firms' recruitment, and ensure timely publication and Request for Expressions of Interest (REOI) evaluation and creation of a candidate's short-list.
- Monitor procurement activities and procurement performance and update the Procurement Plan on quarterly basis. Follow-up on ongoing procurement processes and facilitate timely analysis and responses to requests for clarification and opening and evaluation of technical proposals and share evaluation notes.
- Strengthen the existing procurement information system, filing systems both electronically and manually, and update on continuous basis, and ensure ease of retrieval of information and the ease of following the trail of procurement by independent external auditors or authorized agents.
- Ensure that the recruitment of firms and individual consultants are following the best practices or in line with policies and regulations of donors and MOLSA procurement guidelines.
- Assist in the Negotiating process with the awarded candidate and preparing the contract
- Provide guidance and assist in the preparation of evaluation reports in conformity to guidelines and provide support in preparation of contracts.
- Follow-up and manage all contracts signed with individual consultants and consulting firms or providers of goods and recommend solutions to non performance or other issues related to contract terms and references.
- Review reports on consultants' activities and answer questions concerning procurement, contracting, performance, etc
- Responding to potential questions of the candidate and assist in the management of the contracts.
- The incumbent should discuss issues related to efficient procurement management with the departmental director and procurement team and agree on the ways to resolve them.
- Advise MOLSA on processes for disposal of un-required stores and equipment including actual disposal in line with the Laws of the Country.
- The Procurement Consultant will work closely with the MOLSA Procurement and Finance team and other departments.
- Provide training and guidance to transfer knowledge and skills on procurement procedures to procurement staff, conduct training needs assessments of procurement staff of MOLSA to ensure long-term sustainability of the procurement procedures, with a view of strengthening staff capacities and skills, bridging skills gap and support strengthening of institutional capacity building.
- Provide guidance, advice, coaching, and on-site training to relevant MOLSA procurement personnel, and advise them on the planning and implementation of all phases of the procurement cycle to improve capacity of the MOLSA on an on-going basis.

#### **QUALIFICATIONS AND EXPERIENCE**

- Advanced university degree in economics, public law, public administration, social sciences, development studies or a related field.
- 6 years' experience working in similar role in an INGO, UN or with the government
- Must have a practical experience in Somalia government social protection
- Demonstrate high level of computer skills especially in Ms Excel, spread sheets, Ms Word packages
- High level of integrity and ability to work as part of a professional team
- Ability and willingness to work under high pressure to meet tight deadlines

- Good communication and interpersonal skills
- Supportive personnel management style
- Good command of written and spoken English
- Good command of written and spoken Somali

### **Deliverables**

The expert will be expected to produce the following deliverables, among others:

- Procurement plans, budgets preparations and procurement management and tracking system
- Procurement filing system in place
- Procurement performance monitoring and reporting system
- Staff needs assessment, capacity building and training plans and reports and action plans for training and capacity building programs.
- Other reports and documents as needed.

### **Application procedures:**

Interested candidates are required to apply through the email below and submit their application on or before 10<sup>th</sup> September 2023. [Hussein.had@molsa.gov.so](mailto:Hussein.had@molsa.gov.so) and cc [muhadin.kahiye@molsa.gov.so](mailto:muhadin.kahiye@molsa.gov.so)

MOLSA is an equal opportunity employer. Female candidates are strongly encouraged to apply.