



Republic of Liberia
Smallholder Agriculture Transformation and Agribusiness Revitalization Project
(STAR-P)
Ministry of Agriculture
Credit No: 160945



Consulting Services: RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR THE POST OF PROCUREMENT ASSISTANT FOR THE SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT.

Request for Expression of Interest

1. The Government of Liberia has applied for financing to the World Bank toward the cost of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) and intends to apply part of the proceeds for consulting services for **Recruiting the Services of a Procurement Assistant for the Smallholder Agriculture Transformation and Agribusiness Revitalization Project to initially commence in Bomi, Margibi, Nimba, Lofa and Grand Cape Mount Counties.**

2. The scope of assignment includes, but not limited to;

The Procurement Assistant will assist the Procurement Officer in the daily functions of all procurement activities under the project agreement and will report directly to the procurement officer.

3. The Ministry of Agriculture now invites eligible Consultants to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are at least a Bachelor 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 2 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 Intensive Procurement Training Program Liberia will be an added advantage.

4. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers July 2016 and revised November 2017 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: relationship with Borrower's staff: Consultants (including their experts and other personnel, and sub-consultants) that have close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of: (i) the preparation of the TOR for the assignment (ii) the selection process for the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.

5. A Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** Method set out in the Consultant Guidelines.

6. The detailed Term of Reference for this post can be accessed on the Ministry of Agriculture and Executive Mansion Websites: www.moa.gov.lr/careersopportunities/vacancies or www.emansion.gov.lr/careersopportunities/vacancies

7. Expressions of interest must be delivered by email to the address below on or before **May 31, 2019 by 5:00 p. m**

Attention:

**The Recruitment Team
STAR - P
Program Management Unit
Ministry of Agriculture**

Email: recruit@moa.gov.lr

Note: **Applicant MUST indicate in the email subject, the Title of the Position he/she is applying for.**

Closing Date: **June 6, 2019 by 5p.m.**

Female candidates are highly encouraged to apply.

Terms of Reference (ToR) for Procurement Assistant

Post Title: Procurement Assistant

Reports to: Project Coordinator and PMU Procurement Officer

Primary Location: PMU Office, Fendall, Liberia

Recruitment: National

Contract Period: Maximum 5 years, renewable every year on the basis of satisfactory performance.

Scope of Services

The Procurement Assistant will assist the Procurement Officer in the daily functions of all procurement activities under the project agreement, and will report directly to the Procurement Officer.

Main Responsibilities

- Assist the Procurement Officer to consolidate requests for procurement of goods, works, technical and consulting services;
- Assist the Procurement Officer in reviewing the submitted procurement packages (documents) requesting approvals for conclusions of contracts with selected Bidders/Proposers and preparing draft approvals for conclusion of contracts;
- Ensure that procurement of goods, civil works and services under Credit/Loan Agreements are implemented in accordance with the provisions of the Loan and Grant Agreements, World Bank Procurement Guidelines, the PAD and the Project Implementation Manual;
- Assist the Procurement Officer in keeping an effective system for monitoring of procurement process and contract implementation on behalf of the PIU (recording the dates of all important approvals, contract awards, amounts etc.), as well as an adequate system record keeping system to ensure quick finding of procurement information;
- Assist the Procurement Officer in preparing: procurement documents (e.g., invitations to bid, standard bidding documents, bid clarification and eventual amendments, bid evaluation reports, minutes of contract negotiations Notification of Awards, and draft contracts, etc.); obtain timely relevant approval for procurement documents;
- Assist the Procurement Officer in organizing and help managing pre-bid conferences, conduct the bid opening process and prepare the minutes of bid opening;
- In collaboration with the Procurement Officer, work with the Evaluation Committee set up by the Project Coordinator and Approved by the PMU Director in evaluating Bids/Proposals for review by the Procurement Committee through the office of the PMU Director.
- Assist in the preparation of Transmittal Letters requesting WB's no objection, Justifications, Evaluation Report and draft Contracts for submission to the WB for no objection.
- Assist the Procurement Officer in forwarding of copies of signed contracts to the PIU finance department to facilitate disbursement;
- Assist the Procurement Officer in tracking progress of procurement activities against the plans set forth in STEP and uploading procurement activities and document therein;
- Maintain regular communication with Procurement Officer to ensure that procurement tracking information is well coordinated with other project planning, project budgeting and other project financial reporting information;
- Execute any other task required by the Procurement Officer and Project Coordinator;

Qualifications and Experience

The Procurement Assistant has to meet the following requirements:

- 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 2 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.
- minimum 4years general/professional experience and 2 years respectively specific/relevant experience in procurement for goods, works, technical and consulting services associated with the implementation of projects financed by the WB or other international donor;
- Familiarity with guidelines and procedures of Liberia and WB procurement processes;
- Familiarity with planning and holding tenders for goods, works, and consulting services;
- English language proficiency;
- Computer operations in MS Office and STEP Procurement System is an added advantage

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

Knowledge

- 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.

