



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



**SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION  
PROJECT (STAR-P)**

**REQUEST FOR EXPRESSIONS OF INTEREST  
(INDIVIDUAL CONSULTANCY)**

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

**Credit No./Project No.: CR 6360-LR/P160945**

**Assignment: Individual Consultancy to recruit an International Procurement Expert - STAR-P**

The Government of Liberia has received financing from 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 to recruit an International Procurement Expert for the STAR-P.

The services to be carried out by the international Procurement Expert under the supervision of the Project Coordinator include: supervising the procurement activities required for implementation of the Project in accordance with the Project's covenant documents including the World Bank and Government of Liberia procurement laws, procedures, regulations, policies, the Project's covenant documents, including the Financing and Grant Agreements, Project Appraisal Document, Project Implementation Manual, Procurement and Consultants Guidelines, among others; and building the procurement capacity of the STAR-P Procurement Unit in order to ensure long-term sustainability of the project outcomes. This will ensure adequate capacity development/transfer. Additionally, the international Procurement Expert with support and guide the end-users to prepare good quality ToRs and technical specifications.

The Ministry of Agriculture now invites eligible individual consultants to indicate their interest in performing the Services. Interested Individual Consultants should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria include a Master Degree or above in Procurement, Logistics and Supply Chain and related fields backed by University/College attestations; minimum of seven (7) years of progressive international experience in handling, managing or overseeing procurement for World Bank funded or administered projects; the minimum country experience on international public procurement of World Bank funded or administered projects should be three (3) countries excluding country of origin; having worked in more than three (3) countries is an added advantage; current membership with attestation from a recognized procurement-related institute, such as CIPS or ISM; knowledge of/experience with World Bank and other international development organizations' procurement procedures would be an added advantage; minimum

Two (2) years' experience and knowledge in working with the World Bank's Systematic Tracking of Exchange in Procurement (STEP) and skills in hands-on knowledge sharing thereof; good knowledge of the institutional, technical, and commercial aspects of procurement; experience in delivering trainings and capacity building programs at international level; demonstrated high experience in contract management at managerial level; demonstrated ability to transfer skills and knowledge, previous training or teaching experience is a plus, among others.

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites:

- a) [www.emansion.gov.lr](http://www.emansion.gov.lr)
- b) [www.moa.gov.lr](http://www.moa.gov.lr)

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, and August 2018, setting forth the World Bank's policy on conflict of interest. Please refer to *paragraph 3.17 of the Procurement Regulations* on conflict of interest related to this assignment which is available on the Bank's website at <http://projects-beta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>

An Individual Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** method set out in the Procurement Regulations.

All applications **MUST** be sent via email to: [starprecruit@moa.gov.lr](mailto:starprecruit@moa.gov.lr)

**Attention:**

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

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

Closing Date: **March 17 , 2020 by 5pm GMT**

**Female candidates are highly encouraged to apply.**

**TERMS OF REFERENCE**  
**RECRUITMENT OF AN INTERNATIONAL PROCUREMENT EXPERT FOR**  
**THE SMALLHOLDER AGRICULTURE TRANSFORMATION AND**  
**AGRIBUSINESS REVITALIZATION PROJECT (STAR-P) FOR THE**  
**MINISTRY OF AGRICULTURE**

**Duty Station:** PMU Office, LIBSUCCO Compound, Gardnerville, Monrovia, Liberia

**Contract Duration:** 1 year ONLY

**Reports to:** Project Coordinator, STAR-P

**Type of contract:** Lump sum Contract

**Scope of the Services**

The objective of the assignment is to recruit an international Procurement Expert with international experience under the supervision of the Project Coordinator to:

- i. Supervise the procurement activities required for implementation of the Project in accordance with the Project's covenant documents including the World Bank and Government of Liberia procurement laws, procedures, regulations, policies, the Project's covenant documents, including the Financing and Grant Agreements, Project Appraisal Document, Project Implementation Manual, Procurement and Consultants Guidelines, among others; and
- ii. Build the procurement capacity of the STAR-P Procurement Unit in order to ensure long-term sustainability of the project outcomes. This will ensure adequate capacity development/transfer upon completion of the contract. Additionally, the international Procurement Expert with support and guide the end-users to prepare good quality ToRs, technical specifications and evaluation of bids and proposals.

The international Procurement Expert will coordinate his activities closely with the STAR-P PIU and PMU and Implementing Units teams on activities related to the Project. The consultant will guide and supervise the project's procurement management and conduct the tasks identified below by applying technical practices and methods, and collecting and making use of available and necessary data in carrying out the assignment. The consultant shall work in close consultation with the STAR-P Procurement Officer, Project Coordinator and the Director of the PMU. He will discuss issues that would affect efficient procurement management with them and agree on the ways to resolve them.

**Main Responsibilities**

- Conduct needs assessment and dearth of experience of STAR project procurement staff, and provide a SWOT analyses of the health of procurement activities within STAR-P;
- In consultation with the Project Coordinator and procurement Officer, review and provide advice on the Project's annual workplan, Procurement Plan, and Budget

detailing contract packages (including estimated cost) for goods, works, consultancy services and non-consulting services, the procurement/selection methods and processing times until completion of each procurement activity;

- support procurement implementation and review updates of the Procurement Plan prepared by the Procurement Officer;
- Review all Specific Procurement Notices (SPNs) including Invitation for Bids (IFBs), Request for Expressions of Interest (REoIs) and other solicitation documents whenever required, especially before publication or issuance to Bidders/Consultant and Suppliers to ensure they of the required quality;
- professionally manage the opening and evaluation processes of Proposals and bids and provide advice where necessary;
- provide support to the procurement unit in preparing all procurement documents to be sent to the World Bank for its information, review and no objection;
- Support the Procurement Officer in establishing a register of qualified suppliers and consultants and periodically update this register to facilitate advertisements, solicitations and drawing up of shortlists when so required;
- In consultation with STAR-P and relevant technical staffs of the MoA/PMU, coordinate the preparation of (ToRs), technical specifications using standard documentation agreed with the World Bank and Government of Liberia (GoL), and also participate in its preparation;
- Provide quarterly progress reports on procurement activities and in-house procurement training.

#### **Qualification and Experience**

- Master Degree or above in Procurement, Logistics and Supply Chain and related fields backed by University/College attestations.
- Minimum of seven (7) years of progressive international experience in handling, managing or overseeing procurement for World Bank funded or administered projects; the minimum country experience on international public procurement of World Bank funded or administered projects should be two (2) countries excluding country of origin; having worked in more than two (2) countries is an added advantage;
- Current Membership with attestation from a recognized procurement-related institute, such as CIPS or ISM;
- Knowledge of/experience with World Bank and other international development organizations' procurement procedures would be an added advantage;
- Good knowledge of the institutional, technical, and commercial aspects of procurement;
- Experience in delivering trainings and capacity building programmes at international level;
- Demonstrated high experience in contract management at managerial level;
- Fluency in spoken English and ability to write lucid reports and documents in English is required;
- Strong organization skills and ability to work in a team-oriented, dynamic and diverse environment;

- Proven track record in working effectively within multidisciplinary teams, recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so;
- Excellent interpersonal skills, sound judgment, communication skills, training experience, ability to identify and resolve policy and operational constraints;
- Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint;
- Ability to handle multiple-tasks simultaneously, set priorities, and work independently;
- Demonstrated capacity for initiative and efficient decision making with competent analytical and problem-solving skills;
- Demonstrated competence by the level of timeliness and accuracy the individual displays in carrying out his/her role, personal energy and enthusiasm and willingness to exceed expectations in his/her role;
- Ability to plan and organize effectively and build alternative actions into plans, deploying resources effectively and reviewing priorities;
- A commitment to supporting counterpart staff to achieve the outcomes and objectives of the Project;
- Demonstrated ability to make sound judgments on procurement and contra issues that will require management referral and guidance;
- Demonstrated ability to work effectively in a mentoring role;