

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)**

Republic of Marshall Islands

Project to Strengthen Budget Execution and Financial Reporting Systems (BEFR)

Grant No.: D322-MH

Assignment Title: PROCUREMENT ADVISER

Reference No.: MH-DIDA-79848-CS-INDV

The Government of Republic of the Marshall Islands has received financing from the World Bank toward the cost of Project to Strengthen Budget Execution and Financial Reporting Systems (BEFR), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the Procurement Adviser who will support the preparation and implementation of the Project. The assignment is expected to start in February 2019. The detailed scope of services is indicated in the attached TOR.

The Ministry of Finance through the Division of International Development Assistance (DIDA) now invites eligible individuals (“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 (to attach cover letter and curriculum vitae with description of experience in similar assignments, similar conditions, etc.). The criteria for selecting the Consultant are:

- University degree in finance/management/engineering/legal/procurement fields;
- Good knowledge and skills in standard office applications (spreadsheets, word processors etc.);
- At least 10 years of experience in procurement, 5 years of which in the position of a procurement advisor or equivalent for projects financed by international financing agencies (such as the World Bank, ADB, and other multi-lateral development Banks);
- Excellent communication, interpersonal and team working skills;
- The specialist must be fluent in English both verbally and in writing;
- Good knowledge and experience of the World Bank procurement guidelines/regulations, procedures, and reporting strongly preferred; and
- Experience, as procurement adviser in in the Pacific or similar environment would also be an advantage.

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers, July 2016 (“the Regulations”), setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below during office hours 0900 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by e-mail) by 4 January 2019. The email subject line should state: "Procurement Adviser - full name of the candidate".

Procurement Adviser

Email: proc_advice_rmi@yahoo.com

Phone No. +6926255968

And cc the following:

Director of DIDA

mtarbwilin@gmail.com

Phone No. +6926255968

Republic of the Marshall Islands
Ministry of Finance
Terms of Reference
Individual Consultant

Title:	Procurement Adviser
Location:	Ministry of Finance, Republic of the Marshall Islands
Duration:	12 months, subject to extension
Tentative Start Date:	February 1, 2019

I. Background

The Republic of the Marshall Islands (RMI) is one of the Small Island Developing States which faces several development challenges, including small land area, limited resources, remoteness, vulnerability to natural disasters and external shocks, etc. The country consists of 29 atolls and five isolated islands (24 of which are inhabited) and has a total land mass of just 181km², which is set in an ocean area of over 1.9 million km². RMI's population is estimated at about 53,000, of which over half are resident in the capital city of Majuro.

The Government of RMI (GRMI) has partnered with the World Bank to implement development projects, including the Sustainable Energy Development Project (SEDP), the Pacific Resilience Program Phase II (PREP Phase II), the Pacific Islands Regional Oceanscape Program (PROP), the Budget Execution and Financial Reporting Project (BEFR), the Maritime Investment Project (MIMIP), the Early Childhood Development Project (ECD) and others.

The Ministry of Finance (MOF) will be in charge of the overall implementation of the project in close collaboration with other key stakeholders. In particular, a centralized unit within the Division of International Development Assistance (DIDA) is established to provide fiduciary support to all of the World Bank (WB) financed projects, including financial management, disbursement, procurement, safeguards, and communication. To achieve this specific purpose, the Ministry of Finance is seeking to engage an experienced procurement specialist to work within the centralized unit in DIDA.

II. Scope of Services

The Procurement Adviser will be responsible for providing procurement support and technical assistance to the project implementing units (PIUs) in their respective procurement implementation in compliance with the applicable World Bank Procurement Guidelines/Regulations, the provisions of the Legal Agreements, and the GRMI regulations and requirements.

Specifically, the Procurement Adviser will be working for the Division of International Development Assistance (DIDA), Ministry of Finance (MOF). The Procurement Adviser will report to the DIDA Director and work under the overall coordination and supervision of the DIDA Director. The Procurement Adviser will be expected to carry out the following activities but not limited to:

- Assist PIUs in managing the whole procurement process for goods and works and non-consulting services according to project Procurement Plan and the applicable World Bank's Procurement Guidelines/Regulations, that includes: (i) assist the PIUs in preparing the technical specifications of goods/works; (ii) assist in advertising of the Invitation for Bids/Quotations; (iii) assist in identifying the sources of supply, evaluate the eligibility and qualifications in order to prepare the list of

suppliers/contractors for contracts procured using shopping in consultation with the PIUs; (iv) assist in preparing bidding documents/request for quotations, bids/quotation evaluation reports, contract conditions in accordance with the sample documents applied for the respective projects;

- Assist PIUs in managing the process of the selection and employment of project consultants according to project Procurement Plan and the applicable World Bank's Consultant Guidelines/Procurement Regulations, that includes: (i) assist in preparing/commenting Terms of Reference (TORs), requesting for expression of interest; short-listing of consultants, RFPs, drafting contracts, etc.; (ii) assist in reviewing evaluation reports and contract negotiation with selected consultants; (iii) assist in monitoring and supervising the contract implementation;
- Assist the PIUs in the evaluation of bids/proposals, and the preparation of reports, more specifically:
 - Ensure the technical, commercial and financial aspects of the bids/proposals are evaluated, in accordance with the requirements of the relevant procurement documents.
 - Review and issue comments, as necessary, on contract packages procured, including those not subject to the World Bank's prior review.
 - Assist in the review and preparation of the World Bank's standard evaluation reports for all contracts subject to prior review prepared by the PIUs before their sending to the World Bank for "no objection."
 - Ensure that project costing is in line with the project outcome.
 - Ensure the timely procurement documentation for goods, works, and services (procurement planning and implementation).
- Ensure that all documents are prepared according to the World Bank's procurement guidelines/regulations, and procedures, those applicable covenants in the Legal Document, latest procurement documents and forms recommended by the Bank and aligned to Government systems where appropriate;
- Assist the PIUs with the development, updating and monitoring of the project procurement plan including preparing the procurement time schedule for the implementation of this plan through the World Bank's Systematic Tracking of Exchanges in Procurement (STEP);
- Assist the PIUs in setting up a record keeping system for all prior review and post review contracts;
- Assist the PIUs in contract management and administration of all signed Contracts under the Grant (or Legal Document);
- Provide procurement training to the PIUs as required and guide, mentor and train relevant staff in procurement undertakings;
- Contribute in evaluating and developing improvements to the RMI procurement regulations/practices, including strengthening of institutional capacity within the country's implementing agencies. Develop and execute training modules on procurement topics;
- Assist in the preparation of the Project Procurement Strategy for Development and Procurement Plan for new projects in accordance with the World Bank regulations in support of the development objectives of the various projects to be implemented by the Government of RMI; and
- Prepare a Procurement Manual for World Bank financed projects, taking into consideration the policies and procedures of the Government's own procedures.

III. Desired Skills, Qualifications and Experience

- University degree in finance/management/engineering/legal/procurement fields;
- Good knowledge and skills in standard office applications (spreadsheets, word processors etc.);
- At least 10 years of experience in procurement, 5 years of which in the position of a procurement advisor or equivalent for projects financed by international financing agencies (such as the World Bank, ADB, and other multi-lateral development Banks);
- Excellent communication, interpersonal and team working skills;
- The specialist must be fluent in English both verbally and in writing;
- Good knowledge and experience of the World Bank procurement guidelines/regulations, procedures, and reporting strongly preferred; and
- Experience, as procurement adviser in in the Pacific or similar environment would also be an advantage.

IV. Duration, Location, conditions

The duration will be for 12 months with the opportunity to extend based on performance and the approval of financing from the World Bank. The position would be subject to a probationary period of three (3) months. The position is a full-time position to be located in Majuro, Republic of the Marshall Islands.