

**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 OFFICER/ASSOCIATE

Reference No.: MH-DIDA-72830-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 BEFR Procurement Officer/Associate 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:

Mandatory

- High School graduate;
- Demonstrated ability to work in a job that requires attention to detail and methodical record-keeping;

Desired

- Bachelor degree in relevant field;
- At least 2-year work experience; and
Experience working as a procurement or purchasing officer;
- Training in procurement from a development agency or similar.

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 17 December 2018. The email subject line should state: "Procurement Officer/Associate - 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:	Individual Consultant- Procurement Officer/Associate
Location:	Ministry of Finance, Republic of the Marshall Islands
Duration:	12 months, subject to extension
Tentative State Date:	February 1, 2019

I. Background

The Government of the Republic of Marshall Islands (RMI) receives financing from the World Bank to support development activities within the RMI. The current and pipeline portfolio includes projects in the sectors of energy; fisheries; information and communication technologies; public financial management strengthening, maritime, and health, education and social welfare. To support the preparation and implementation of World Bank financed projects, the Government of RMI is strengthening its capacity in core cross cutting functions including financial management, environmental and social safeguards and procurement by establishing a central implementation unit within the Department of International Development Assistance (DIDA). To this end the Government of RMI is seeking to engage a Procurement Officer/Associate to support the World Bank portfolio.

II. Scope of Work

The Procurement Officer/Associate will be responsible, under the direction of the Procurement Adviser, for providing procurement support and technical assistance to the individual Implementing Agencies (IA) involved in the World Bank portfolio in RMI. This will be undertaken in compliance with the applicable WB Procurement Guidelines/Regulations, the provisions of the Legal/Financing Agreements, and the National Government laws and regulations.

Reporting through the Procurement Adviser, the Procurement Officer/Associate will be expected to carry out the following activities but not limited to:

1. Assist IAs in the procurement process for goods and works and non-consulting services according to project Procurement Plans and the applicable World Bank's Procurement Guidelines/Regulations and the National Government regulations, that includes:
 - i. assist in advertising of the Invitation for Bids/Quotations;
 - ii. assist in identifying the sources of supply, evaluate the eligibility and qualifications in order to prepare the list of suppliers/contractors for contracts procured in consultation with the IAs; and
 - iii. assist in preparing bidding documents/request for quotations, bids/quotations evaluation reports in accordance with the sample documents supplied for the respective projects;
2. Assist IAs in the process of the selection and employment of project consultants according to project Procurement Plans and the applicable WB Consultant Guidelines/Procurement Regulations and RMI procurement regulations, that includes:
 - i. preparing/commenting on requests for expression of interest; short-listing of consultants, Request for Proposals, etc.;
 - ii. reviewing evaluation reports of selected consultants; and
 - iii. assist in monitoring and supervising the contract implementation;
3. Assist in the evaluation of bids/proposals, and the preparation of reports, more specifically:

- i. Ensure the technical, commercial and financial aspects of the bids/proposals are evaluated, in accordance with the requirements of the relevant procurement documents;
 - ii. Review and issue comments, as necessary, on contract packages procured;
 - iii. Assist in the review and preparation of the WB's standard evaluation reports for all contracts subject to prior review prepared by the PIUs before sending to the WB for "no objection"; and
 - iv. Ensure timely procurement documentation for goods, works, and services (procurement planning and implementation).
4. Assist in setting up a record keeping system for all program procurements and contracts;
5. Ensure all relevant records and documents are loaded onto the World Bank online procurement tracking system (Systematic Tracking of Exchanges in Procurement);
6. Undertake professional development training as advised by the Procurement Adviser.

III. Qualifications and Experience Required

Mandatory

- High School graduate;
- Demonstrated ability to work in a job that requires attention to detail and methodical record-keeping;

Desired

- Bachelor degree in relevant field;
- At least 2-year work experience; and
Experience working as a procurement or purchasing officer;
- Training in procurement from a development agency or similar.

IV. Duration and Location

The procurement Officer/Associate will be based in Majuro, RMI for an initial period of twelve months, subject to extension on satisfactory performance.