

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

**Republic of Marshall Islands**  
**Sustainable Energy Development Project (SEDeP)**  
Grant No.: D261-MH

**Assignment Title: PROCUREMENT SPECIALIST/REVIEWER**  
**Reference No.: MH-DIDA-78330-CS-INDV**

The Government of Republic of the Marshall Islands has received financing from the World Bank toward the cost of Sustainable Energy Development Project (SEDeP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the Procurement Specialist/Reviewer 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 senior procurement specialist or equivalent for projects financed by international financing agencies;
- Experience in preparation and review of procurement documents and evaluation reports;
- 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 specialist 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 21 December 2018. The email subject line should state: "Procurement Specialist/Reviewer - full name of the candidate".

Procurement Adviser  
Email: [proc\\_advice\\_rmi@yahoo.com](mailto:proc_advice_rmi@yahoo.com)  
Phone No. +6926255968

And cc the following:

Director of DIDA  
[mtarbwilin@gmail.com](mailto:mtarbwilin@gmail.com)  
Phone No. +6926255968

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

Title:	Procurement Specialist/Reviewer
Location:	Ministry of Finance, Republic of the Marshall Islands
Duration:	24 months (on-call basis)
Tentative State 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 181km<sup>2</sup>, which is set in an ocean area of over 1.9 million km<sup>2</sup>. 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) thru the Division of International Development Assistance (DIDA) will be in charge of the overall execution of the projects 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/reviewer to work for the centralized unit in DIDA.

## II. Scope of Services

The Procurement Specialist/Reviewer, under the direction and supervision of 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 Specialist/Reviewer will be working for the Division of International Development Assistance (DIDA), Ministry of Finance (MOF). The Procurement Specialist/Reviewer will be on-call based on the procurement demands of the various projects. The Procurement Specialist/Reviewer, under the direction of the Procurement Adviser, will be expected to carry out the following activities but not limited to:

- Assist PIUs in completing certain procurement process for goods/works/non-consultancy in: (i) preparing/reviewing the technical specifications of goods/works/non-consultancy services; (ii) preparing/reviewing bidding documents/request for quotations, bids/quotations evaluation reports, and contract conditions and amendments in accordance with the sample documents applied for the respective projects;
- Assist PIUs in completing certain selection process for consultants in: (i) preparing/reviewing Terms of Reference (TORs), request for expression of interest; short-listing of consultants,

Request for Proposals, drafting contracts, etc.; (ii) preparing/reviewing evaluation reports and contract negotiation with selected consultants;

- Assist/Review 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;

### **III. Desired skills, qualification 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 senior procurement specialist or equivalent for projects financed by international financing agencies;
- Experience in preparation and review of procurement documents and evaluation reports;
- 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 specialist in in the Pacific or similar environment would also be an advantage.

### **IV. Duration, Location, Conditions**

The duration will be for 24 months on-call through framework agreement basis with the opportunity to extend based on performance and the approval of financing from the World Bank.