

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

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| Title: | Procurement Adviser |
| Location: | Ministry of Finance, Republic of the Marshall Islands |
| Duration: | 24 months, subject to extension |
| Tentative State Date: | As soon as possible (applicant must be available to mobilize within two months upon issuance of the Request for Expressions of Interest) |

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. RMIs 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. There are currently six (6) ongoing projects, as follows: a) Sustainable Energy Development Project (SEDP), b) Pacific Resilience Program Phase II (PREP Phase II), c) Pacific Islands Regional Oceanscape Program (PROP), d) Budget Execution and Financial Reporting Project (BEFR), e) Maritime Investment Project (MIMIP), and f) Early Childhood Development Project. Two (2) additional projects (education and IT sectors) are expected to commence soon.

The Ministry of Finance (MOF) is in charge of the overall implementation of the projects in close collaboration with other key stakeholders. In particular, a centralized unit within the Division of International Development Assistance (DIDA) has been 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 through DIDA has established a Central Implementation support Unit (CIU) to provide implementation services to the entire World Bank portfolio. In regard to procurement the CIU will include a full time in country Procurement Advisor, a full time in country Procurement Officer and pool of international procurement specialists, on call, who will be tasked to provide professional procurement services as needed to meet the procurement needs of the projects during times of peak workload.

DIDA is now seeking to engage a full time in country International Procurement Adviser to provide the technical procurement support to all world bank projects and undertake a strategic procurement management role for the whole World Bank funded projects portfolio, including the management of the procurement specialists pool.

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 GoRMI 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 Assistant Secretary and work under the overall coordination and supervision of the DIDA Assistant Secretary and CIU Program Manager. 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 GoRMI and World Bank's Procurement Guidelines/Regulations, that includes: (i) assisting 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/quotations 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);
- Undertake all necessary tasks required to effectively manage the Procurement Specialists Pool, including but not limited to annual projections for budget purposes of procurement workload which may be required from the pool and the corresponding time-inputs and cost estimates, preparation of specific scope of services with deliverables and getting the call-off contracts finalized and issued to the specialists in a timely manner and undertake any additional procurement necessary to add Procurement Specialist/s to the pool, as needed.

- 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;
- Provide training and mentoring to the procurement officer this will include but not be limited to developing a capacity building/training plan and reviewing and reporting on achievements of the plan;
- 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;
- Building of general World Bank Procurement Guideline/Regulation awareness (training/workshops) amongst project key stakeholders such as Government staffs, Private Sectors, SOE, Implementing Agencies, and etc;
- Assist in the preparation of the Project Procurement Strategy for Development (PPSD) 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. Required Qualifications and Experience

- University degree in finance/management/engineering/legal/procurement fields, preferably with post-graduate degree relevant to the field;
- 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);
- The specialist must be fluent in English both verbally and in writing
- **Desirable Skills**
- Good knowledge and skills in standard office applications (spreadsheets, word processors etc.), preferably with knowledge and experience in using the Systematic Tracking of Exchanges in Procurement (STEP) of the World Bank;
- Excellent communication, interpersonal and team working skills preferred;
- Good knowledge and experience of the World Bank procurement guidelines/regulations, procedures, and reporting strongly preferred; and
- Experience, as procurement advisor in the Pacific or similar environment would also be advantageous

IV. Duration, Location, conditions

The duration will be for twenty-four (24) months with the opportunity to extend based on performance and the approval of World Bank financing. 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, the Republic of the Marshall Islands, however in lieu of a full-time basis the Ministry of Finance may consider a proposal for part-time inputs, provided that there is at least 8/9 months of in-country time in any twelve-month period (arrangements to be discussed and agreed during contract negotiation).