

Ministério do Planeamento, Finanças e Economia Azul
(Unidade-Disciplina-Trabalho)

Projeto São Tomé e Príncipe Digital

TERMS OF REFERENCE (TOR)

PROCUREMENT SPECIALIST

Section 1 – Introduction

The World Bank and the Government of the Democratic Republic of São Tomé and Príncipe through the Ministry of Infrastructure Natural Resources and Environmental (MIRNA) is seeking the services of a Procurement specialist to support procurement activities under Digital Sao Tome and Principe Project financed by the World Bank.

It is in this context the MIRNA aims to recruit a Procurement specialist with the skills and experience required in this area.

Section 2 – Specific objective of the assignment

The Procurement Specialist will handle the procurement activities related to the Digital Sao Tome and Principe Project. This will include carrying out procurement activities including, among other things, the preparation and consolidation of the procurement plans with assistance from other areas, preparation of bidding documents and RFP's, facilitation of obtaining required necessary clearances, preparation of advertisements, responding to bidders' clarifications on advertised procurements and playing a central role in the evaluation of bids and proposals, and in contract management.

Section 3 - Scope of Work

Essential responsibilities of the Procurement specialist include:

- In consultation with the Project Coordinator, prepare and periodically update the Project Procurement Plan using the Bank's STEP (Systematic Tracking of Exchanges in Procurement) and ensure Bank's approval of the same.
- In cases of procurement actions requiring the Banks clearance and 'no objection', review any procurement related documents for compliance with financing agreement, appraisal report or the procurement plan, whichever is appropriate, then coordinate the dispatch and delivery of the documents to the Bank for review and closely follow up with the Bank to get timely responses.
- Assist in the preparation of statements of requirements for procurement of goods and works and services.

- In consultation with the Project Coordinator, and stakeholders prepare tenders documents, requests for proposal documents following the Banks Standard Procurement Document (SPD) for the Banks review and clearance.
- Prepare Specific Procurement Notices (SPN); Requests for Expressions of Interest (EOI), Request for Quotations / shopping, ensure timely publications, issue of bidding documents /RFP/RFQ and prepare relevant paperwork for receipt of bids/proposal.
- Coordinate the Evaluation Committees’ meetings, provide guidance and assist in the preparation of evaluation reports following the Banks standard evaluation guidelines and ensure internal approval of procurement evaluation reports and decisions prior to submission of the evaluation reports to the Bank for review.
- Follow up procurement related correspondences and document submissions, facilitate timely analysis and responses to request for clarifications, complaints and issues raised in the procurement contract implementation with clients and the Bank for expedited actions.
- Ensure safekeeping, and handling of securities to ensure the validity, timely extensions, and timely releases.
- Provide support in preparation of the final contracts and ensure timely distribution of copies of contract agreements to relevant stakeholders including the Bank.
- Maintain proper records of all procurement documentation and develop a monitoring and reporting system in line with the WB's progress reporting requirements.
- Prepare periodic status reports (monthly, and quarterly) on procurement implementation under the project and keep stakeholders and the Bank informed of procurement status.
- Create new activities, introduce documents, and update STEP, The Bank procurement system.
- Support stakeholders in procurement capacity building and other related activities
- And any other activity related with Procurement.

Section 4 - Expected Output/Reporting

The reports required from the Procurement specialist will be in both soft and hard copies and submitted to the Project Coordinator. The title, contents, and timing of the reports will be as in the table below:

N/N	TITLE	CONTENT	TIMING
1	Work Plan	Area in which support is to be provided and schedule of engagement. This working plan should also include	20 Working Days after commencement of the assignment and updates monthly. This plan should be

		allowances for training needs mentioned in 2.	synchronized with the other procurement workplan.
2	Quarterly Report	Summary of Activities Performed in the proceeding period and an updated Work Plan for the following quarter.	4 Working days after the end of every quarter.
3	Assignment Final Report	Review of the impact of the assignment, issues and lessons learned, recommendation for further improvement.	At the end of the Assignment.

SECTION 5 - QUALIFICATIONS AND EXPERIENCE

The qualifications and experiences listed below profile the person who is likely to be most successful in his or her role as Procurement Officer:

- (i) A University degree in a relevant discipline, e.g., Business Administration, Procurement, Management, Commerce, or related field.
- (ii) Minimum of 10 years' professional experience in general.
- (iii) Minimum of 5 years working experience in public procurement with experience in donor funded programs with specific responsibilities in procurement of goods, works and services.
- (iv) Computer literate with demonstrable proficiency in Microsoft Word, Excel, or equivalent,
- (v) Excellent writing, presentation, and interpersonal skills; and
- (vi) Excellent analytical skills and ability to effectively communicate in Portuguese and English.

The **following will be considered as advantages:**

- Post-graduation Degree in Engineering, Economics, Business Administration, Public Administration, Law from a recognized University or attendance of WB specific procurement related courses/seminars in addition to other relevant courses/technical seminars will be an advantage.
- Documented previous experience in using World Bank or other multilateral and bilateral institutions documents is an advantage.
- Experience in using the WB STEP system is an added advantage.
- Knowledge of the Government of São Tomé and Príncipe procurement procedures will be considered an advantage.

SECTION 6 - PERFORMANCE CRITERIA

The performance of the Procurement Officer will be evaluated annually. The criteria used to measure his/her performance will be:

- Timely processing of procurement requisitions.
- Ability to meet deadlines in terms of procurement.
- Compliance with procurement procedures foreseen in the components of the project, measured by the number of rejected submissions.
- Ability to work and to manage the procurement processes in STEP.

SECTION 7 - DURATION

The engagement of Procurement specialist will commence upon completion of the selection process and signing of a services contract. The contract will have duration of 12 months with a provision for further renewals based on satisfactory performance and in compliance with WB rules.

The Procurement Specialist will work at the Project Implementation Unit (PIU) located in the Ministry of Infrastructure Natural Resources and Environmental (MIRNA).

SECTION 8 - EXCLUSIVITY

The appointment of the Procurement specialist and the acceptance of such appointment will constitute an engagement of the Specialist on an exclusive basis to provide the services described in the contract.

SECTION 9- COMPENSATION

This service will be compensated in monthly instalments.

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