REQUEST FOR EXPRESSIONS OF INTEREST

REPUBLIC OF LIBERIA

Ministry of Youth and Sports
19th Street Sinkor
Monrovia, Liberia

PROCUREMENT EXPERT

Youth Sector

Financing Agreement Reference:

Project ID No:

The Government of Liberia (GoL), through the Ministry of Youth and Sports has received financing from the African Development Bank (AfDB) toward the cost of the Youth Entrepreneurship and Employment Project (YEEP); and intends to apply part of the agreed amount for this Grant to payments under the contract for Procurement Expert.

The Procurement Expert will have overall charge of the project’s procurement management; and conduct the tasks identified below by applying sound technical practices and methods, and collecting and making use of available and necessary data in carrying out the assignment. The Procurement Expert shall work in close consultation with the Project Coordinator. She/he will discuss issues affecting efficient procurement management with the Project Coordinator and agree on ways to resolve them.

The services included under this project are:

- Review all available project documents to facilitate the establishment of procurement procedures for the management and implementation of the project;
- Establish a procurement management system for the PIU based on the guidelines and procedures for the conduct of procurement under African Development Bank funded projects, and the Public Procurement and Concession Commissions’ regulations for the procurement of services and consultancies.
- Using the African Development Bank’s Standard Bidding Documents, prepare customized Bidding Documents and Request for Proposals (RFP). This should include standardized Forms to be used for International and Local Procurement Methods;
- In consultation with the project beneficiary agencies, prepare and update the Project’s Procurement Plan detailing contract packages for services, the estimated cost for each package, the procurement or selection methods and processing times for each package which will guide the procurement activity;
- Establish a register of qualified consultants and periodically update this register per advertisements and requests for expressions of interest.
- In consultation with the relevant departments in the UL, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, using standard documentation agreed with the funding agencies, and also participating in evaluation of expressions of interest for short lists;
- Initiate the procurement processes, including those for International and Local Competitive Bidding procedures where necessary, ensuring compliance with agreed procurement methods' thresholds, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods;
Receive and participate in bid opening sessions, evaluating consultants’ proposals, and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award in favour of consultants;

In cases of procurement actions requiring Bank “no objection”, coordinate the dispatch of procurement documents to the Bank; monitor Bank response time on issuing “no objections” at different levels of the procurement process and follow-up accordingly.

Coordinate the response to the inquiries, and communicate the results of the evaluation process to the applicants, in response to guidelines;

Monitor and ensure timely responses to procurement questions raised by the Bank. For services, follow-up with the short listed consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise;

Prepare the minutes of the Evaluation Panel meetings, and also prepare the requests for “no objection”, and coordinate arrangements for the negotiation process, where necessary;

Liaise with executing Agencies and beneficiaries as and when required, including service providers, Bank staff and consultants, with a view to preparing periodic procurements reports as inputs into the Project Quarterly Progress Reports (QPPRs) to be submitted to the Ministry of Youth and Sports, Bank and the other relevant agencies;

Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors or authorized agents;

Monitor procurement implementation and update the procurement plans prepared at the beginning of the project for the procurement of works, goods, and services, annually, and whenever it becomes necessary to do so;

Liaise with the Public Procurement and Concession Commissions’ offices as and when required;

Provide support and training to the various MYS staff involved in projects on the operation of the procedures outlined in the Project Implementation Manual (PIM), and provide training to address: (i) staff weaknesses that may be identified as part of the supervision or, (ii) training needs expressed by the users of the PIM. Basic procurement training will also be provided to members of the tender committee and on how to review bids and proposal evaluation reports, in response to the Public Procurement and Concession Act of Liberia;

A key activity of the Procurement Expert will be the transfer of knowledge so as to leave the Program Management Unit of the Ministry of Youth and Sports with a cadre of trained staff, having the necessary experience, and appropriate skills, to enable them to be capable of managing the later stages of the subprojects and similar future projects. This transfer of knowledge and skills will be both through working closely with Program Unit staff as day to day tasks are carried out, formal training (e.g. small classes, workshops, etc.) and regular reviews of duties of Program Unit staff and their implementation.

Carry out any other relevant periodic duties that may be assigned by the PIU Coordinator.

**Qualifications & Experience**

The Procurement Expert will have the following qualifications and experience:

- Master’s Degree in relevant discipline, e.g. Procurement, Business law, Engineering, Administration or equivalent;
- Professional qualification in procurement management will be an advantage;
- At least ten years’ experience, four of which is in procurement;
- Have demonstrated experience (at least two years) and knowledge of the African Development Bank Procurement Rules & Procedures or that of similar multilateral development Banks (e.g., the World Bank);
- Excellent skills in project management demonstrated in previous jobs;
- Proven track record in working effectively within multidisciplinary teams.
The Ministry of Youth and Sports now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among others, etc.).

Eligibility Criteria:

Duration:
The Procurement Expert shall be engaged with the project for a period of 6 months with possibility of extension based on performance and continue need.

Tentative Date of Commencement: July 2016

Location: The assignment shall be carried out at the central office of the Ministry of Youth and Sports 19th Street Sinkor, Monrovia, Liberia.

Interested Individual Consultants may obtain further information at the address below during the office working hours between 8:00AM to 4:00 PM Local time.

Expressions of interest must be received by e-mail at mysyeep@gmail.com or in hard copy to the address below no later than Tuesday, May 31, 2016, at 12:00 Midnight Local time.

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