REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTING SERVICES (INDIVIDUAL CONSULTANTS)

THE REPUBLIC OF SOUTH SUDAN
SOUTH SUDAN URBAN WATER CORPORATION

RESILIENT WATER PROJECT FOR IMPROVED LIVELIHOOD IN JUBA (RWPII)

The Government of the Republic of South Sudan has applied for financing from the African Development Bank towards the cost of the Resilient Water Project for Improved Livelihood in Juba (RWPII). It is intended that part of the proceeds of this grant will be applied to eligible payments under the contracts for Individual Consultant - Procurement Officer

Details and Terms of Reference for the position of the Procurement Officer

1.0 Job Purpose
To ensure that all procurements under the project are carried out in line with the AfDB Rules and Procedures, Grant Agreement and Government of South Sudan procurement systems, are delivered on time, to the required specifications; and are consistent with the overall Project budgets and objectives.

2.0 Key responsibilities

a. In consultation with the Project Coordinator, prepare and periodically update the Project Procurement Plan based on the Bank’s template and ensure Bank’s approval of the same;
b. In cases of procurement actions requiring the Bank’s 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;
c. Assist in the preparation of specifications and bills of quantities for procurement of goods and works and preparation of terms of reference for selection of consultants;
d. In consultation with the Project Coordinator and stakeholders prepare tenders documents, requests for proposal documents following the Banks Standard Bidding Document (SBD) for the Banks review and clearance;
e. Prepare Specific Procurement Notices (SPN); Expression of Interests (EoI), Request for Quotations/shopping, ensure timely publications, collection of bids/RFP/RFQ and prepare relevant paper work for receipt of bids/proposal;
f. 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;
g. 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 speedily actions;
h. Ensure safekeeping and handling of bid securities, performance securities and advance payment guarantees to ensure the validity, timely extensions and timely releases;
i. Provide support in preparation of the final contracts and ensure timely distribution of copies of contract agreements to relevant stakeholders including the Bank;
j. Ensure timely and proper arrival of goods and other deliverables, receipt of payment invoices, goods receiving reports and reconcile financial and technical proposals/offers against final invoices;
k. Take immediate action for short landed and missing items and follow up for claim settlements and report to the Project Coordinator;
l. Maintain proper records of all procurement documentation and develop a monitoring and reporting system in line with the ADF’s progress reporting requirements;
m. Prepare periodic status reports (monthly, quarterly and annual) on procurement implementation under the project and keep stakeholders and the Bank informed of procurement status;
n. Support stakeholders in procurement capacity building and other related activities;
3.0 Reporting.
The procurement Specialist will be a full time member of the Project Implementation Unit and will report to the Project Coordinator as the general supervisor.

4.0 Qualifications
a. A Bachelor’s degree in either purchasing and supply management; Economics; Finance, Business Administration or any other relevant field;
b. A post graduate diploma from the Chartered Institute of Purchasing and Supply (CIPS) or equivalent 5 years’ experience in procurement practise of which 3 years should be in project procurement
c. Minimum of 2 years working experience in bilateral or multilateral donor-funded programmes with specific responsibilities in procurement of goods, works and services will be an added advantage;
d. Familiarity with national procurement systems will be an essential requirement;
e. Computer literate with demonstrable proficiency in Microsoft Word, Excel, Project and Access, or equivalent
f. Excellent writing, presentation and interpersonal skills; and
g. Excellent analytical skills and ability to effectively communicate with procurement stakeholders.

The South Sudan Urban Water Corporation now invites eligible consultants to indicate their interest in in the above named position. Interested consultants must provide information indicating that they are qualified to perform the services.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s “Rules and Procedures for the use of Consultants” May 2008, Revised July 2012, which is available on the Bank’s website at http://www.afdb.org.

Interested consultants may obtain further information at the address below during office hours 8.00am 5.00pm.
Expressions of interest clearly marked “Expression of Interest for the Post of PROCUREMENT OFFICER under RW PILJ Project, which should also name three professional referees (and their email / day time telephone contacts), detailed CV with attached photocopies of relevant certificates / testimonials, and telephone contact, and must be delivered to the address below not later than 12 May 2016 at or before 15:00 pm.

Managing Director
South Sudan Urban Water Corporation,
P.O Box 627
Juba, South Sudan

Attn Director General
Planning and Projects
Tel: [+211-955-783-903, Juba, Republic of South Sudan]
Facsimile (fax): []
E-mail: busuk.lawrence@gmail.com

Only shortlisted candidates will be contacted for interviews and any form of canvassing shall lead to automatic disqualification.