Tigray Regional State Urban Development and Construction Bureau would like to Notify a Request for an Expression of Interest for the Recruitment of a Procurement Specialist who will Support Project Beneficiary Cities in the Region

- Posted Date: Tuesday 26th, December 2023 (over 2 years ago)
- Closing Date: Monday 08th, January 2024 4:00 pm (closed)
- Bid Bond:00
- Location:Mekelle
- Bid Document Price:00
- Bid Opening Date: Tuesday 26th, December 2023 12:00 am
- Category: Financial Consultancy/ Organizational Consultancy/

- REQUEST FOR EXPRESSIONS OF INTEREST
- (CONSULTING SERVICES INDIVIDUAL CONSULTANT SELECTION)
- Tigray Regional State Urban Development and Construction Bureau
- Urban Productive Safety Net and Job Project (UPSNJP)
- Grant Number D732-ET
- Assignment Title: Recruitment of Procurement specialist who will support project beneficiary cities in the region
- Ref #. ET-TIGRAY-UDCB-383727-CS-INDV

The Federal Democratic Republic of Ethiopia (FDRE) has received financing from the World Bank for the cost of the Urban Productive Safety Net and Job Project (UPSNJP) and intends to apply part of the proceeds for consulting services.

The Consulting Service (The Services) includes assisting the Regional Hub in the overall planning, managing, coordinating, and reporting of the UPSNJP in the provision of support services and assistance to the project-implementing cities in the respective region in managing the procurement activities of the Project for goods, works and non-consulting services.

The Specialist among others will have the following duties and responsibilities:

- § Participate in overall planning, management, and monitoring of procurement activities of the project in the Region's implementing agencies to ensure the proper handling of each phase of the procurement cycle as per The World Bank's Procurement Regulations for IPF Borrowers", dated July 2016, revised November 2017, August 2018 and November 2020 (recent edition).
- § Managing the procurement of goods, works, and non-consulting services in accordance with the governing procurement rules and procedures for the project.
- § Providing technical support and guidance to Cities in the region in all aspects of the procurement of works, goods, and non-consulting services.
- § Initiating and coordinating training for procurement staff and others in project-implementing cities in procurement with a particular focus on the World Bank procurement procedures.

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- § Monitoring procurement in implementing cities to ascertain compliance with the World Bank procurement regulations.
- § Consolidate, prepare, and update the Procurement Plan for the items to be procured at Regional Hub and Cities and regularly update and upload the documents and information in Systematic Tracking and Exchange in Procurement (STEP). Ensure that a proper procurement plan with appropriate description, recent cost estimate, appropriate market approach and procurement method, reasonable procurement road map, etc. are uploaded in the STEP
- § Closely follow up and monitor for timely approval of the procurement plan by the head of the Agency and the World Bank.
- § Closely follow up and monitor the timely preparation of procurement documents (Specification, BoQ, RFB, RFQ, etc) by the respective units and ensure that the procurement documents prepared are of high quality and comprehensive.
- § Closely work with the procurement unit and technical team for timely advertisement for invitation for bid/RFQ and uploading of the documentation at each stage of the procurement in STEP
- § Closely work with the bid opening, evaluation committee, and endorsing committee and ensure the procurement processing is conducted in accordance with the governing procurement rules without delay.
- § Coordinating/conducting the bid evaluation process and thereafter preparing the bid evaluation report and contracts for submission to the relevant authorities for approval and to the World Bank as required.
- § Closely work with and provide the necessary support to the evaluation committee and bid endorsing committee for quick completion of the evaluation and approval process respectively.
- § Prepare quarterly project procurement performance reports and submit them to the project office and Federal Project Coordination Unit (FPCU).
- § Prepare regular progress reports and input to the regular project implementation support missions and actively participation in the mission and any regular procurement technical team support field missions.
- § Managing contracts after signature and assisting cities to manage their own contracts.
- § Provide assistance to the independent auditors as well as to the World Bank's procurement reviewers while reviewing procurement activities
- § Attending to all audit queries on procurement
- § Developing a procurement processing, monitoring, and reporting system and taking a lead in the preparation of quarterly reports on the status of procurement activities in the Project.
- § Initiating the settlement of disputes with contractors/suppliers and following up on shortages and defective supplies/services/works that are in breach of contract provisions.
- § Attending to procurement inquiries and complaints by bidders/consultants
- § Disseminate WB procurement regulation, and project procurement documents such as standard bidding documents for relevant bodies. Support Cities in producing draft bidding documents and evaluation formats as per the World Bank's Standard Bidding Document and the Standard
- § Bidding document issued by Public Procurement and Property Administration Agency (PPPAA) for National Competitive Bidding (NCB) contract subject to the incorporation of the agreed exceptions.
- § Carry out a review to identify constraints and opportunities to the effective and efficient procurement and administration of works, goods, and non-consultancies in the

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cities and an implementation Capacity assessment to identify gaps.

- § Participate in different supervision and support missions, identify the progress, procurement challenges, and recommendations to improve the implementation of procurement
- § Carry out effective coordination and timely delivery of and put in place systems to guide procurement management and monitor the performance of procurement activities across cities
- § Producing compiled reports in accordance with reporting requirements to be forwarded to the concerned stakeholders.
- § Coordinate closely with the concerned bodies and assist cities in fulfilling their responsibility for smooth and successful completion of procurement activities and making periodic monthly progress reports of deliverables.
- § Ensure Regional Hub and cities are keeping proper documentation of all the procurements being implemented under the UPSNJP and review action plans/schedules and resources required as well as assist cities in maintaining the procurement administration, monitoring, and reporting systems.
- § Render technical assistance for technical consultants of the cities to enhance capacity in procurement and supervision procedures and current standards as well as in other key procurement management systems and areas of expertise as and when required.
- § Organize meetings and/or consultative forums as required with the cities and other partners for the successful completion of the Projects.
- § Assist in settling any minor contractual disputes between suppliers and the Cities and inform relevant authorities at the earliest opportunity of any problem(s) or potential problem(s) that may arise from procurements of consultants, goods, and services/works and recommend possible solutions.
- § Ensure that a proper procurement record-keeping system is established and records are kept in an orderly manner in one place, safer and protected from an unauthorized person/access in hard copy
- § Ensure that proper maintenance of files and Procurement Register Books are up-to-date in STEP
- § Compile quality assured Procurement Plans and Contract Registers
- § Develop a procurement processing, monitoring, and reporting system and take a lead in the preparation and delivery of regular reports on the status of procurement activities in the project
- § Collaborate and closely work with other Federal and City PCU team members and Sub City level implementers
- § Present quarterly technical progress reports and perform any other relevant and related duties of the City/Sub Cities.
- § The duration of assignment will be for a one-year contract, with a possibility of extension upon satisfactory performance of the consultant.

Required Competencies

The procurement Specialist should have the required experience and qualification to properly carry out the procurement of goods, works, and non-consulting services following the governing procurement roles and regulations. The required qualifications and experience expected are:

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- MA/BA Degree from a reputable university in Accounting, law, Management, Business

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Administration Economics, purchasing and supply management, Engineering, and related as well as another related field of study with A minimum of 6/8 years' experience in procurement respectively.

- § Three years of direct experience in procurement of goods works, and non-consulting service in World Bank Financed projects.
- § Computer literacy in the use of word processors, spreadsheets, and any other application relevant to procurement.
- § Experience and knowledge of Systematic Tracking and Exchange in procurement (STEP) is an added advantage.
- § Good writing and communication skills in English (all reports, documents, and correspondences shall be in English).
- § Good communication and interpersonal skills;
- § Ability to work in a team and independently.

Tigray Regional State Urban Development and Construction Bureau now invites eligible individual consultants and Specialists 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. The shortlisting criteria are Qualifications and Experience as a Procurement Specialist in Social Protection projects and their capability on the basis of academic background, general and relevant experience, and knowledge of local conditions.

The attention of interested Consultants is drawn to Section III paragraph 3.16 and 3.17 of The World Bank Procurement Regulations for IPF Borrowers Procurement In Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (recent Edition) ("Procurement Regulation"), set forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with Section VII para 734 to 7.39 of The World Bank Procurement Regulation based on qualification and relevant experience of the applicants to the assignment.

Remunerations: will be as per the Ministry of Finance channel one salary scale.

Further information can be obtained at the address below during office hours from 8:30 AM to 12:00 in the morning and from 2:00 to 5:00 PM local time in the afternoon.

Expressions of interest (including a recent and comprehensive CV with a letter of application and other relevant supporting documents) must be delivered in a written form to the address below (in person, or by e-mail) by 08 January 2024: on or before 4:00 PM

The address: Attn: Ato Hailay Tinsun - Deputy Head, Tigray Regional State Urban Development and Construction Bureau

Email- hailatinsuu7@gmail.com, Mobile Number-0983 11 63 27 Hawelti Sub-city, Godana Soke Ture (Former Godana Semaetat), Region Bureaus Complex building, near to Dedebit Microfinance Head office Mekelle, Ethiopia

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