



# Liberia Land Authority



Old WFP Building  
Sekou Toure Avenue – Mamba Point  
Monrovia, Liberia

## REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

### INDIVIDUAL CONSULTANT SELECTION

Reference No. LR-LLA-86792-CS-INDV

**Republic of Liberia**

**Liber Land Administration Project (LLAP)**

**Project ID No.: P162893**

**Grant No.: D237-LR**

**Assignment Title: Procurement Specialist (Local Hire)**

The Government of Liberia has received financing from the International Development Association (IDA) towards the cost of implementing the Liberia Land Administration Project (LLAP) by the Liberia Land Authority and intends to apply part of the proceeds of this financing for engaging the services of an Individual Consultant.

### OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to assure timely procurement of goods, works, and services (consultant and non - consultant services) required for project implementation as well as efficient management of all related service contracts and other instruments.

### SCOPE OF SERVICES

The Procurement Specialist working under the direction of the PIU's Project Coordinator at the LLA, and in the first year in close collaboration with an International Procurement Consultant, shall be responsible for (i) managing and implementing project procurements; (ii) participate in all aspects of procurement tasks and progressively take upon more complex tasks over the project period and; (iii) participate in the training of LLA procurement staff throughout the assignment and conduct the tasks identified below by applying sound technical practices and methods.

3.1. The Procurement Specialist shall, *inter alia*, undertake the following:

- (a) Review all available project documents to facilitate the establishment of procurement procedures for the management and implementation of the project;
- (b) Handle efficiently LLA procurement management system for the procurement of goods, works and services in line with the World Bank Procurement Regulations for IPF Borrowers, dated July 2016, revised November 2017 and August 2018 and the Liberia Public Procurement and Concessions Act;
- (c) Establish a simple procurement management tracking system that would monitor the implementation of procurement activities;

- (d) Develop and Participate in the preparation of the Project's Annual Procurement Plan, detailing contract packages for works, goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- (e) Monitor procurement implementation and update the procurement plans prepared at the beginning of the project for the procurement of goods, works, and the procurement of consultant services annually and whenever it becomes necessary to do so;
- (f) Prepare and arrange the publication of General Procurement Notices and Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;
- (g) Prepare addendum of contracts when it is required;
- (h) Maintain a register of qualified suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest;
- (i) In consultation with the LLA units and technical officers, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for consulting services and goods activities, using standard documentation;
- (j) Initiate the procurement processes, including those for International and Local Competitive Bidding procedures, ensuring compliance with agreed procurement methods' thresholds, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods;
- (k) Receive bids and participate in bid opening sessions, evaluating goods bids and consultants' proposals, and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award in favor of suppliers, contractors and consultants;
- (l) Coordinate the acquisition of Bank No Objections using the World Bank procurement tracking system STEP (Systematic Tracking of Exchanges in Procurement) where applicable and make follow-ups where necessary;
- (m) Coordinate the response to the inquiries, and communicate the results of the evaluation process to the applicants, in keeping with guidelines;
- (n) Monitor and ensure timely responses to procurement questions raised by the World Bank. For services follow-up with the short-listed consultants within 10 days of RFP dispatch to ensure their participation in the selection exercise, including their attendance at pre-proposal conference, as may be required;
- (o) Participate in selection of the Evaluation Panel, and assume the role of the Panel's secretary in recording the minutes of the meetings;
- (p) Prepare the minutes of the Evaluation Panel meetings, and prepare the requests for "no objection", and coordinate arrangements for the negotiation process, where necessary;
- (q) Prepare final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Consultants, Suppliers, the World Bank and Technical Officers of the LLA);
- (r) Collaborate with user departments to ensure timely receipt of the Goods and consultant's monthly status reports; confirming acceptability of goods delivered, and acceptability of consultants' reports as reviewed, and recommending payments to the services providers, i.e. contractors, suppliers and consultants, as they fall due;

- (s) Establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- (t) Liaise with the Public Procurement and Concession Commissions' offices as and when required, including participating agencies and services providers, i.e. Ministry of Finance and Development Planning, relevant World Bank staff, suppliers and consultants, with a view to preparing semi-annual and annual procurement reports as inputs into the Project Management Reports (PMR) to be submitted to the project steering committees, World Bank and other relevant agencies;
- (u) Support the establishment and maintenance of 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, authorised agents or the World Bank staff during post-procurement reviews (PPRs);
- (v) Provide support and training to the various LLA staff involved in the project 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 on how to review bids and proposal evaluation reports, in response to the Public Procurement and Concession Act of Liberia; and
- (w) Carry out any other relevant periodic duties that may be assigned by the PIU Project Coordinator from time to time.

#### **4. DURATION AND LOCATION OF THE ASSIGNMENT**

- 4.1. This assignment which will be located in Monrovia, Liberia is expected to initially cover one year and is renewable based on satisfactory performance, need and availability of funds.

#### **5. QUALIFICATION AND SKILLS REQUIREMENTS**

- 5.1. The Procurement Specialist shall have the following minimum educational and professional qualifications and experience:

- Master's degree in Public Procurement Management or other relevant disciplines (e.g. Business, Law, Engineering, Public Administration, Management or other relevant university degree, etc.) with a minimum of 5 years' experience in procurement and contract management in the public sector, **OR**
- Bachelor's degree in relevant discipline (e.g. Business, Law, Engineering, Public Administration, management or other relevant university degree, etc.) with minimum 7 years post- graduate experience in procurement and contract management in the public sector;
- Must have a professional qualification in procurement from a recognized institution (e.g. Chartered Institute of Purchasing and Supply (CIPS), Institute of Supply Management (ISM) USA or Post Graduate Diploma in Public Procurement from the Financial Management Training Program (FMTP), Intensive Procurement Training Program, Liberia, or equivalent professional qualification in procurement from other recognized institutions;
- Must have good knowledge of procurement policies and procedures of multilateral financial institutions (e.g. the World Bank) and development co-operation agencies;
- Fluency in written and oral English;
- Excellent communication skills, both written and oral, demonstrated in previous jobs;
- Experience of similar assignments in the region. Experience in Liberia is highly preferred and;

- Proven track record in working effectively within multidisciplinary teams.

## 6. FACILITIES

6.1 The Procurement Specialist shall work at the headquarters of the LLA, located in Monrovia, Liberia. All working facilities necessary for the implementation of the Consultant's assignment (such as reasonable office space, office furniture, local telephone line, internet access and equipment necessary to undertake the tasks assigned) shall be provided by the LLA.

## 7. PERFORMANCE CRITERIA

The following performance criteria will be used to assess the performance of the Procurement Specialist at regular intervals and based upon these assessments the contract with the Project may be continued or terminated:

- Quality and timeliness of procurement plans
- Quality of documentation submitted for prior review
- Quality of procurement filing
- Quality of documentation submitted during post reviews
- Quality and timeliness of required reports
- Demonstrated evidence of transfer of knowledge (over the duration of the assignment) to LLA Procurement staff.

## 8. REPORTING OBLIGATIONS

The Procurement Specialist shall report to and work under the direction of the PIU's Project Coordinator at the Liberia Land Authority. The Procurement Specialist shall prepare:

- Project annual Procurement Plan and periodic updates of the same.
- Minutes of meetings held throughout the procurement process, including short-listing, evaluation, interview and negotiation and bid openings all duly signed by panel members/participating parties.
- Procurement Documents and Reports (Bidding documents, Request for Proposals, Evaluation Reports, Draft Contracts, etc)
- Monthly, Quarterly, Semi-Annual and Annual procurement reports as inputs into the Project Management Reports and, in addition, will prepare other reports, as and when needed.
- Monthly timesheets to identify time spent.

## 9. CONFIDENTIALITY

8.1 The Procurement Specialist shall maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's [\*Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers\*](#), January 2011 ("Consultant Guidelines"). A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Consultant Guidelines. Further information can be obtained at the address below during office hours 0900 to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, or by e-mail) by **1700 hours GMT on Monday, December 13, 2018**. Envelopes or subject of emails must be marked “**Expression of Interest for Procurement Specialist**”.

Liberia Land Administration Project (LLAP)

Attn: Project Coordinator

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