

TERMS OF REFERENCE
PROCUREMENT SPECIALIST: FJ-SPC-98173-CS-INDV-2

Position: Individual Consultant – Procurement Specialist
Location: Suva, Fiji – The offices of the Pacific Community
Duration: 30 months (input level of 240 days)
Expected date of Start: 1 January 2020

1. BACKGROUND

The Pacific region is highly exposed to natural hazards both geophysical (including volcanic eruptions, earthquakes and tsunamis) and climate-related (such as cyclones, flooding, landslides and droughts). In 2017, the Pacific was identified by the World Risk Report as the region with the highest disaster risk from a five-year perspective, and the only region in which the population's vulnerability to extreme natural events had risen according to the World Risk Index.

The Pacific Resilience Programme (PREP) is a "Series of Projects" currently being implemented in two phases that helps Pacific Island Countries; i) strengthen early warning and preparedness; ii) create a framework and enabling environment for stronger governance and for better, prioritized investments for climate and disaster resilience; and iii) improve the post-disaster response capacity of countries through strengthened financial resilience to disasters.

The Pacific Resilience Programme (PREP) has been developed in consultation with Samoa, Tonga, RMI and Vanuatu, and the Pacific Community (SPC) and the Pacific Islands Forum Secretariat (PIFS).

PACIFIC RESILIENCE PROJECT PHASE I (PREP I - [\(P147839\)](#))

PREP I includes activities in Samoa, Tonga, Vanuatu and the Republic of the Marshall Islands (RMI) with regional activities implemented by the Pacific Community (SPC) and the Pacific Islands Forum Secretariat (PIFS). The PREP I comprises a combination of nationally implemented activities and regional implemented activities across several components as described below:

Component 1: Strengthening early warning and preparedness (SPC)

1. Investments in early warning and preparedness
2. Regional TA to strengthen impact forecasting and preparedness

Component 2: Risk Reduction and Resilient Investments (SPC)

- 2.1. Risk reduction and resilient investment planning and preparation
- 2.2. Regional platform to support risk reduction and resilient investment planning

Component 3: Disaster Risk Financing (PIFS)

- 3.1. Disaster risk financing instruments
- 3.2. Development of Mutual Insurance Fund

Component 4: Project and Programme Management

4.1. Project Management

4.2. Regional Programme Management and Coordination (**SPC and PIFS**)

PACIFIC RESILIENCE PROJECT PHASE II (PREP II (P163699))

PREP II invests in a broader range of initiatives for RMI that include a combination of nationally and regionally implemented activities by Government of RMI and SPC with a particular focus on strengthening emergency management and coastal management capacity whilst also supporting RMI's early warning , preparedness and response capacity. PREP II is implemented through national and regional activities as described below across the 4 component areas:

Component 1: Institutional Strengthening, Early Warning and Preparedness

- Institutional strengthening, central agency capacity building in risk governance, early warning and modernization of NDMO facilities
- NDMO Capacity building and post-disaster needs assessment

Component 2: Strengthening Coastal Resilience

- Coastal vulnerability assessment and coastal protection and investments
- Strengthening coastal resilience planning

Component 3: Contingency emergency response

- Contingency emergency response

Component 4: Programme/Project Management

- Project management
- Regional coordination and programme management

REGIONAL PROGRAM SUPPORT

A Program Support Unit (PSU) was established at SPC to provide technical and fiduciary support for the implementation of regional activities as well as technical, monitoring and evaluation support for the implementation of country Projects, for both PREP I and II. The composition of the PSU is included in Annex 1. The PSU undertakes the procurement process in consultation with participating countries¹ where joint procurement processes are required, as well as support day-to-day implementation and financial reporting as needed. The PSU provides support to the Project Implementation Units (PIUs) working in close collaboration with the various Implementing Agencies highlighted in Annex 2. Fiduciary support is also provided to the Regional Coordination Unit (RCU) based at the Pacific Islands Forum Secretariat. The PSU also conducts frequent technical support missions to each participating country. The interactions between SPC and the countries and in particular the support provided by the PSU is set out in the Service Agreements.

¹ PREP Participating Countries: Marshall Islands, Samoa, Tonga and Vanuatu.

Responsibility for overall monitoring and evaluation of progress in the Program and country Projects against intended objectives and outcomes is the responsibility of the implementing agencies in each country, with support from the PSU and the Regional Coordination Unit (RCU), Pacific Islands Forum Secretariat (PIFS) at the regional level. With respect to procurement all country Project Implementation Units (PIUs) each have a procurement expert to assist with procurement.

SPC also provides technical support focused around a core set of activities around early warning and preparedness and technical assistance in resilience planning for instance.

The services of the Procurement Specialist was initially provided with a long term consultant employed by SPC since effectiveness of the project until completion of contract in December 2018. The support provided continued with the recruitment of a short term Procurement Specialist contracted for the duration of August to December 2019. The reports developed by the short term Procurement Specialist, including the end-of-contract final report, will form part of the Inception Report for the position currently advertised to be implemented during the remaining implementation phase of the project.

2. OBJECTIVES OF THE ASSIGNMENT

As a member of the PSU, the Procurement Specialist (PS) is required to **proactively** work with all relevant Implementing Agencies (IAs), so that the procurement arrangements successfully deliver Value for Money (VfM) in achieving the different Project Development Objectives.

3. SCOPE OF SERVICES

To achieve the above objective the PS is required to undertake any reasonable task to ensure the effective preparation and implementation of the investment projects, including the following tasks:

- Where necessary, to coordinate updating the Projects Procurement Strategy for Development (PPSD) as defined in the World Bank's *Procurement Regulations for Investment Project Financing (IPF) Borrowers*. Attention is to be given to the topic "Market Research". The PS is required to ensure that the market analysis develops and an appropriate understanding of the market sectors that have been identified as having the potential to bid for the goods, services, and/or works required for contracts within the Projects.
- Coordinate the preparation (or update, as needed) Procurement Plans. The plans are to be prepared or updated by utilizing the World Bank's system STEP - Systematic Tracking of Exchanges in Procurement. Among other aspects, the PS shall credible scheduling of all procurement activities.
- Prepare all the necessary and appropriate procurement documentation for goods, non-consulting services and consulting services. This includes, among others, Procurement

Notices, Procurement Documents and Evaluation Reports and requests for clearance as needed (e.g. from government procurement office, Contracts' Committee, and from the World Bank).

- Monitor the Procurement Performance in all projects. Based on the Procurement Plans data in STEP, the PS is required to establish the number and amount of procurement activities to be contracted (in excel files) and to monitor progress monthly. Efficiently procurement implementation is paramount, so the PS is required to actively and pragmatically address any delays. An example of a template monitoring report is included in Annex 3 of this TOR.
- The Procurement Specialist must ensure compliance with the relevant procurement policies (e.g. SPC' governing rules and the World Bank Procurement Guidelines) in particular how the SPC procurement approval procedures can be closely aligned with the World Bank procedures. The consultant will need to work closely with the SPC Central Procurement Office to review options / best practise with the aim of streamlining the procurement vetting and approval process. In identifying the most practicable approach the relevant procurement documents to be subsequently updated.
- The strategy developed for "open contracting" practices (www.open-contracting.org) for all IAs should be regularly updated and implemented by the long term Procurement Specialist. At a minimum the PS shall ensure that each IA actively disclose the following: procurement plans, contract awards and especially contractual information (an example can be found at <http://tvaip.com/index.php/contracts/contract-information>).
- Similarly, the Capacity Building Strategy for all relevant staff in the IAs should be implemented and continue to be developed by the Long Term Procurement Specialist. The strategy needs to prioritize use of readily available resources (e.g. <https://www.procurementlearning.org/index.php>) and the IA's own resources.

SPC specific tasks

The PS is required to:

- Provide SPC and PIFS, prior to awards of any contract, a formal quality assurance note in the format defined in Annex 4 of the TOR.
- Prepare the necessary procurement documentation relating to the priority activities defined at the Implementation Support Missions.
- Liaise, as required, with SPC Corporate Procurement for all the internal clearance/approval as per SPC procedures;
- Assist the Program Manager with any request for WB "no objection" for procurement activities regarding all stages of the procurement process for SPC;
- Provide guidance to the Procurement/Evaluation Committees including scheduling of meetings and presenting documents;
- Provide written guidance and clarifications to SPC Corporate procurement and SPC Management when requested;

Participating countries and PIFS specific tasks

- Participate in technical missions to the participating countries as part of PSU including implementation support missions of SPC;
- The PS is required to provide IAs, if requested, and prior to awards of any contract, a formal quality assurance note in the format defined in Annex 2 of the TOR.

4. REPORTS

The PS is responsible for ensuring the timely completion of the following outputs:

Output	Timeframe
Inception Report. It shall include a detailed work plan.	3 weeks from start date
Update PPSDs	As required, but at least annually
Update Procurement Plans	As required, but at least quarterly
Procurement Monitoring Reports (by Active Project)	Monthly
Necessary procurement documentation SPNs, BD, RFP, REOI, BER, TER, CER, draft negotiated contracts etc	As required.
Formal Quality Assurance for contract awards	As required.
Performance review actions to be implemented	Quarterly

5. PERFORMANCE INDICATORS

Consultant is successful when

- Reporting requirements per SPC financing agreements with WB are prepared and delivered on time.

This includes:

- Adherence to WB procurement procedures and guidelines;
- Prioritized PREP procurement activities implemented and coordinated in line with work plan and within budget
- Procurement manual in the SPC Project Operations Manual revised to match procurement plan activities
- Implementation and fiduciary support provided to countries and PIFS
- Procurement plans factored into annual project implementation plans
- Progress reports prepared and submitted for 6 monthly reporting to WB including other reports as needed;

- Procurement monitoring and disbursements of regional SPC activities assessed and overall monitoring and evaluation progress reports prepared;
- Technical, procurement and administration, aspects of PREP coordinated and all activities at both participating countries and regional entities conform to WB procedures and guidelines;
- Consolidated reports shared with World Bank
- Expert advice provided to SPC, PIFS and Pacific Island governments and partners on strengthening procurement capacity
- Targeted technical advice and support provided to project counterparts on procurement activities in project areas implemented
- Follow up actions related to procurement resulting from the Mid-Term Review recommendations and the Implementation Support Missions.

6. ASSIGNMENT DURATION

The duration for the assignment will be for thirty months (30) commencing on 1 January 2020. During the assignment the consultant will be required to provide its services in a combination of time spent in the offices of SPC in Suva, Fiji, including travel to the participating countries if requested, and remotely from home base. The estimated time spent at the SPC office is approximately 50 days.

7. IMPLEMENTATION ARRANGEMENTS

The consultant will report to the Programme Manager, PREP Programme Support Unit, and will provide the necessary support to the Project Implementation Units in the participating countries including the Regional Coordination Unit, PIFS.

During the duration of the contract, missions to participating countries may be required when requested. The related travel and per diem costs will be borne by SPC in accordance with SPC guidelines. In a process to be coordinated by the Programme Manager, the performance of the Procurement Specialist will be formally assessed at regular 3 months intervals, with formal inputs from the country PIU's Project Managers, and relevant representative of all Implementing Agencies.

8. DATA, SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT

The Client will provide access to the Procurement Specialist all the existing reports, manuals and materials, to the PREP.

The Consultant will work with the PREP regional and national project management units and with the PREP implementing agencies.

The Client will provide the office space, including office furniture, stationery, internet, communications (phone and fax) and all related utilities for the Consultant. However the Consultant will provide her/his own computer.

The Consultant is responsible for transportation to and from the Office. The Client will reimburse the Consultant for approved work related travel, and will arrange, and cover the cost of, international airfares, accommodation, and living expenses, for travel to beneficiary countries when required.

9. SELECTION CRITERIA

The Procurement Specialist must have the following experiences and competencies:

Academic Background and Relevant Experience

- Minimum Education: MA/MS (An advanced degree with a major in a relevant discipline e.g. Engineering, Law, Procurement, Finance, Business or Commerce).
- Minimum Years of Relevant Experience: 5 years experience in procurement activities on World Bank funded projects.
- Demonstrated experience with World Bank's Systemic Tracking of Exchanges in Procurement (STEP) is desirable and a minimum requirement.

General Competencies

- Strong communication skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing.
- Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
- Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.
- Ability to function effectively in multi-disciplinary teams within a matrix management environment.

Essential Specialized Skills/Knowledge/Competencies

- Good knowledge of all concepts and principles of and approaches to international procurement, and of public procurement systems. Proficiency: Fully Proficient
- Knowledge of procurement systems, practices and agencies in at least 2 different countries. Proficiency: Fully Proficient
- Specialized knowledge of and significant experience in 2-3 substantive areas/aspects of procurement (e.g. Machinery; various forms of construction contracts; selection/contracting of consultant services; preparation of bidding/contract documents for the international

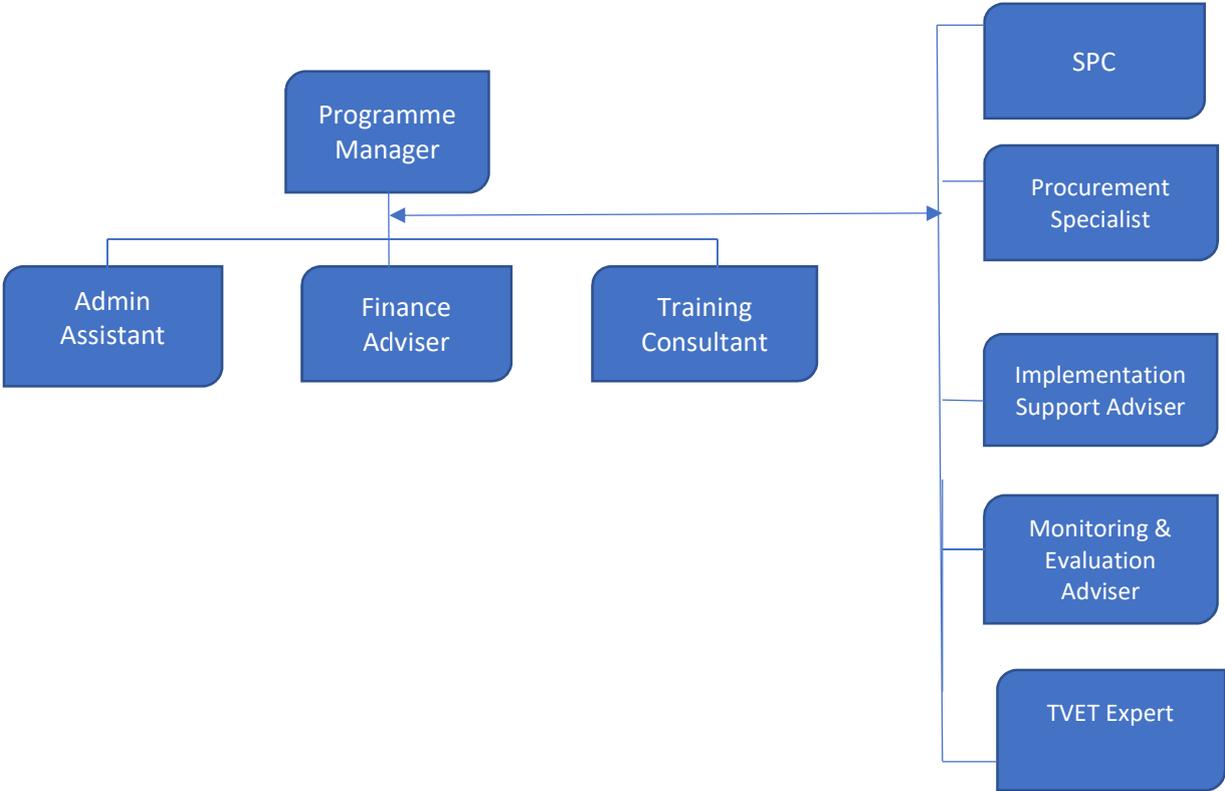
procurement of goods, works, services; technical specs in design and construction of facilities; public procurement policies, practices, institutions in developed and/or developing countries). Proficiency: Fully Proficient or Specialist

- Proven analytical and evaluative skills, including the ability to independently provide well researched analyses of key procurement issues and problems. Proficiency: Fully Proficient or Specialist
- Task/project management skills. Proficiency: Basic

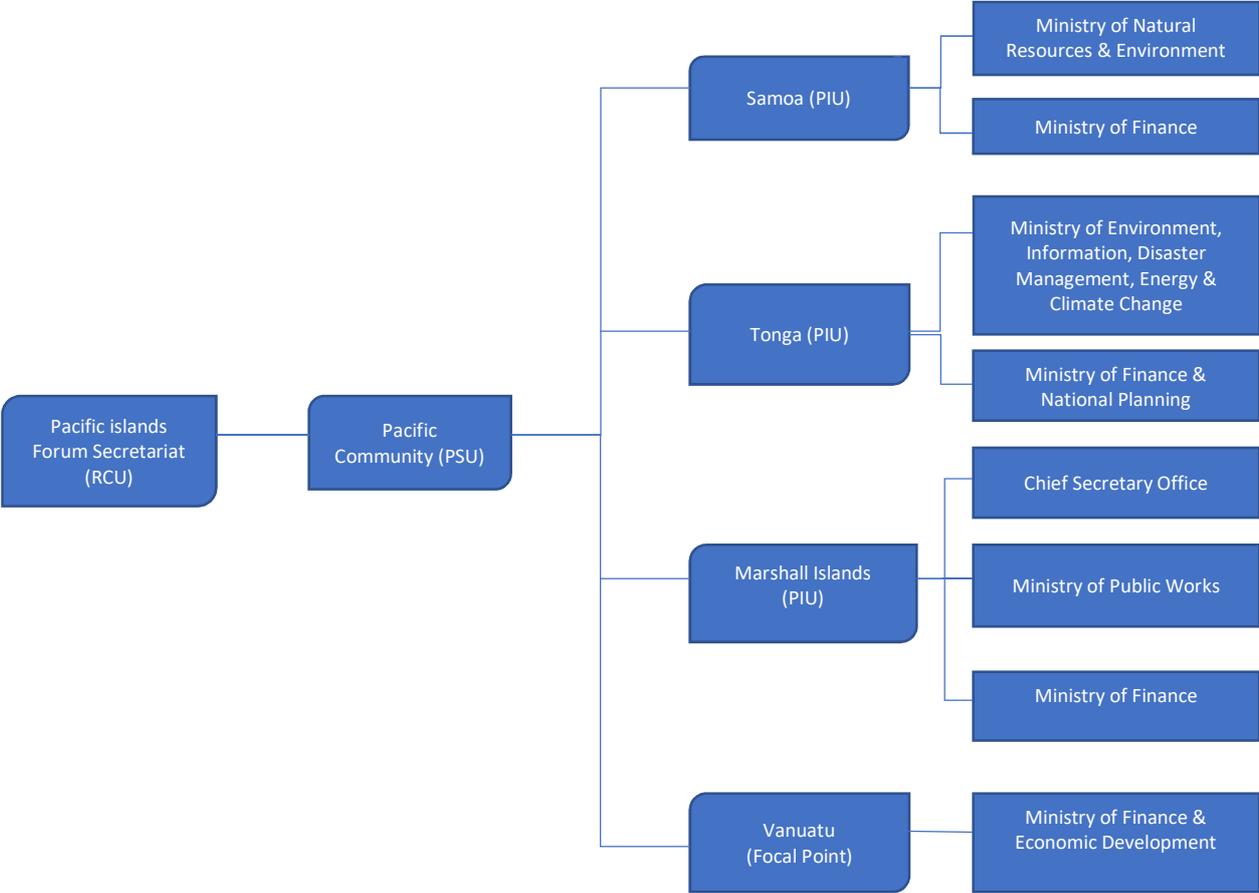
Annex 1 – Programme Support Unit Structure

Programme Support Unit

Consultancy Support



Annex 2 – PREP Implementing Agencies



Annex 3 – Example of Monthly Monitoring Report per IA

Implementing Agency: Ministry of Infrastructure		
Project: Tonga Climate Resilience Transport Project		
Start Date: July 1, 2018		
Target Date for all activities to be contracted: December 2019		
Type of Procurement Activity	# of activities	Estimated cost (USD)
Individual Consultant – Competitive	6	140,000
Consulting Services – Firms	1	1,200,000
Goods	2	300,000
Civil Works	5	7,000,000
Grand Total	14	8,640,000
Status at September 30, 2018	# of activities contracted	Amount in USD (Equivalent)
Individual Consultant - Competitive	2	46,667
Consulting Services - Firms	0	0
Goods	1	150,000
Civil Works	0	0
Sub Total	3	196,667
Status at September 30, 2018	# of activities behind schedule	Estimated cost (USD)
Individual Consultant - Competitive	3	
<i>Consulting Services - Firms</i>	<i>1</i>	<i>1,200,000</i>
Goods	1	300,000
Civil Works	0	0
Sub Total	5	1,546,667
<p>Proposed actions to expedite activities behind schedule:</p> <p>*Agreement has been reached that the CSU’s Engineer and MOI’s Project Manager will finalize the TOR for the Consulting Services – Firm (Design and Supervision of the Civil Works estimated at USD1.2) on October 5, 2018, which will allow the selection process to proceed. The time estimated to evaluate the proposals and award contract has been revised from 90 days to 45 days, with the objective of meeting the originally planned contract signature date of December 15, 2018.</p>		

Annex 4 – Procurement Quality Assurance Note

Date of Review:	
Contracting Entity:	
Contract Reference No and Description:	
Estimate Cost (USD):	
Type of Procurement (Civil Works, Goods, Non-Consulting Services or Consulting Services):	
Procurement/Selection Method:	
Company Recommended for Award:	
Award Amount (include USD equivalent also):	
Aspects: <i>how does the recommendation meet the principles below?</i>	Comments and Findings
Value for Money	
Economy	
Efficiency	
Integrity	
Fit-for-Purpose	
Efficiency	
Transparency	
Fairness	
Compliance with agreed Provisions	<p><i>Yes - I reviewed the proposed contract award (including the draft contract) and I attest that it complies with the applicable policies and it represents a sound decision by the Contracting Entity;</i></p> <p><i>Or</i></p> <p><i>No - I reviewed the proposed contract award (including the draft contract) and I do not believe that it with the applicable policies and it represents a sound decision by the Contracting Entity. The reasons for this conclusion are: (list)</i></p>
Name and Signature of reviewer	