



**OFFICE OF THE SENIOR MINISTER, OFFICE OF THE
PRESIDENT**

**PUBLIC SECTOR REFORM FOR RESULTS PROJECT (PSRRP)
IDA CREDIT NO. 63230-GH**

**TERMS OF REFERENCE
RECRUITMENT OF A PROCUREMENT SPECIALIST**

PROCUREMENT PLAN REFERENCE NO. GH-OSM-161224-CS-INDV

Component 4

March, 2020

A. Introduction

1. The Ghana Government through The Office of The Senior Minister (Project Management Unit), with funding from the International Development Association, is implementing the PSRRP across the country. The project development objective (PDO) is to improve efficiency and accountability in the delivery of Selected Services by Selected Entities.
2. The project has four main components as described below:

Component 1: Strengthen Organizational Management and Performance

Component 2: Improving Accountability for Results through Monitoring and Evaluation

Component 3: Improving Delivery of Selected Services for Selected Entities

Component 4: Project Management, Coordination, Communications and Outreach

B. Objective

3. The objective of the assignment is to recruit a qualified and competent Procurement Consultant (PC) to lead the PSRRP PMU's Procurement Team to develop, implement and operate a procurement management system for the PSRRP PMU that adheres to the project management information needs and implementation requirements of the IDA/World Bank.

C. Scope of Work

4. The PC will be directly responsible for leading the work, and managing PMU procurement staff, on all procurement and contract management activities under the project and for using project activities to mentor and strengthen the capacity and skills of PMU procurement staff, in addition to any other relevant periodic duties that may be assigned by the Project Coordinator or Project Manager.
5. The PC will coordinate, undertake and manage all PSRRP-related procurements. The PC will be a member of the PSRR Project Management

Unit (PMU) – headed by the PSRRP Project Coordinator and to be managed on a day-to-day basis by a Project Manager - in ensuring that PSRRP procurements are carried out strictly in line with the World Bank’s “Procurement Regulations for IPF Borrowers” (Procurement Regulations) dated July 2016 (revised November 2017) under the “New Procurement Framework (NPF), and the “Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants”, dated October 15, 2006 and revised in January 2011 and as of July 1, 2016, and other provisions stipulated in the PSRRP Financing Agreement (FA). The PC will be responsible for building PMU capacity in carrying out procurement processes and in assisting the PSRRP participating entities (called Selected Entities or SEs) to develop TORs, participate in evaluations and generally familiarize them with key World Bank procurement requirements and processes in undertaking their PSRRP activities.

6. The PC is expected to perform these duties by applying sound technical practices and methods, collecting and making use of available and necessary data in carrying out the assignment.

D. Duties and Responsibilities

7. The Consultant, shall – among other things - undertake the following duties and responsibilities:
 - (a) Review all project documents to facilitate the establishment of – or improve or streamline - procurement procedures for smooth PSRRP implementation;
 - (b) Ensure that the procurement management system for the PMU is based on and operates according to, the guidelines and procedures for the conduct of procurement under World Bank-funded projects, and the government regulations for the procurement of goods and services under the World Bank Procurement Regulations;
 - (c) Review and strengthen the procurement management tracking system in use by the PMU (which monitors implementation of procurement activities) and ensure that all necessary documents

and information are uploaded to the Bank's STEP system in a timely and accurate manner;

- (d) Using the World Bank's Standard Bidding Documents, prepare and customize Bidding Documents and Requests for Proposals (RFPs) - including standardized Forms to be used for International and Local Shopping Methods - and conform with the World Bank Procurement Regulations;
- (e) In consultation with the PSRRP Selected Entities (i.e. the project beneficiary agencies) and the OSM, prepare and update the Project's Annual Procurement Plan, detailing contract packages for goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- (f) Monitor procurement implementation and update the PSRRP Procurement Plan, for procurement of goods and procurement of consultants' services, quarterly and whenever it becomes necessary to do so;
- (g) Lead the preparation of the annual General Procurement Notice (GPN), and also Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;
- (h) Establish a register of qualified suppliers and consultants and periodically update this register in line with advertisements and requests for expressions of interest;
- (i) In consultation with PMU management and the OSM Chief Director and technical officers, coordinate the preparation of, or prepare (as needed), Terms of Reference (TORs) for the preparation of RFPs on consulting assignments, and Specifications for the preparation of bidding documents for goods and services, using standard documentation agreed with the World Bank, and also where necessary, participate in evaluation of expressions of interest for short lists and pre-qualification of suppliers and contractors;
- (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) Where necessary, receive bids and participate in bid opening sessions, evaluate goods and consultants' proposals, and ensure that the appropriate guidelines are followed in recommending the award of contracts for suppliers, contractors and consultants;
- (l) Where procurement actions require IDA "no objection", coordinate the dispatch of procurement documents to IDA, monitor IDA response time on issuing "no objections" at different levels of the procurement process and follow up accordingly;
- (m) Coordinate the response to inquiries, and communicate the results of the evaluation process to applicants, in line with relevant guidelines;
- (n) Monitor and ensure timely responses to procurement questions raised by the World Bank. For services, follow-up with short-listed consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise;
- (o) Participate in the selection of the Evaluation Committee, and assume the role of the Committee's secretary in recording and preparing the minutes of the meetings;
- (p) Prepare requests to the World Bank for "no objection", and coordinate arrangements for the negotiation process, where necessary;
- (q) Communicate with the World Bank on procurement matters if so agreed with the Project Manager and informed to the World Bank;
- (r) Identify PSRRP procurement risks, inform the Project Manager, Project Coordinator and Chief Director and suggest actions to address/mitigate such risks;
- (s) Provide timely and accurate responses to World Bank communications and queries on PSRRP procurement;

- (t) Prepare – or lead the preparation of - final contracts and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Technical Officers, Consultants, Suppliers, Contractors and the World Bank);
- (u) Ensure timely receipt of Goods and consultants’ monthly status reports; confirm acceptability of goods and works delivered and/or executed respectively, and acceptability of consultants’ reports as reviewed, and recommend payments to service providers, i.e. suppliers, contractors and consultants, as they fall due;
- (v) Establish for the PMU a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the service providers;
- (w) Liaise with the Public Procurement Authority as and when required, as well as with SEs and service providers, suppliers, consultants and relevant World Bank staff, in order to prepare high-quality and timely semi-annual and final procurement reports as inputs into the Project Management Reports (PMR) to be submitted to the Ministries, World Bank and other relevant agencies;
- (x) Establish and maintain a central procurement filing system at the PMU, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and ease of following the paper trail of procurement by independent external auditors or authorised agents;
- (y) Where disposal of stores is necessary at the PMU office, ensure that due process as required are followed;
- (z) Mentor PMU procurement and other staff and identify targeted training and skill development needs of PMU procurement staff; and provide support and skills transfer training to PMU Procurement and other staff in implementing and complying with relevant covenants in the PSRRP;
- (aa) Participate in meetings on PSRRP implementation, procurement and other project-related issues;

- (bb) Undertake reviews of procurement documents (including procurement plans, RFPs, bid documents, evaluation reports and contracts);
- (cc) Prepare and upload procurement requests to the World Bank's STEP procurement tracking system;
- (dd) Ensure an audit trail for all procurement activities e.g. by channelling procurements through the OSM procurement and supply chain management unit; and
- (ee) Carry out other relevant duties as may be assigned by the Project Manager, Project Coordinator, or Chief Director.

E. Contract Period

8. The contract will be for one year, renewable annually, depending on performance in delivering the requirements of this TOR, business needs and resource availability.

F. Performance Criteria

9. The following performance criteria will be used to assess the performance of the Consultant at regular intervals.
 - 1) Quality and timeliness of procurement management relating to procurement planning for goods and services;
 - 2) Quality of documentation submitted to the World Bank for prior review;
 - 3) Timeliness and accuracy in responding to communications and guidance from the World Bank and the Project Manager;
 - 4) Quality of (a) procurement filing and (b) documentation submitted during post reviews;
 - 5) Quality and timeliness of monthly and quarterly reports; and
 - 6) Level of additional procurement knowledge imparted to PMU procurement staff.

G. Reporting and Time Schedules

10. The Consultant will report to the PSRRP Project Coordinator and thereafter (after the joining of the PSRRP Project Manager) to the PSRRP Project Manager.

11. The Consultant will provide inputs into the PSRRP quarterly project progress reports and, in addition, prepare other reports, as and when needed. He/she will submit reports to the Project Coordinator, Project Manager and the Chief Director.

H. Obligation of The Client

12. The Consultant will be provided with workspace, furniture, computer equipment and connectivity within the PMU premises.

I. Qualifications and Skills

13. The selected Procurement Consultant will possess:

- a) At least a first degree in a relevant discipline, e.g. Law, Economics, Engineering, Administration, Purchasing and Supply;
- b) Not less than 8 years of relevant experience in procurement, management of public procurement and project management, especially for consulting and goods;
- c) Demonstrated experience with procurement procedures of the World Bank;
- d) Excellent knowledge of World Bank procurement policies and procedures;
- e) Good knowledge of institutional, technical and commercial aspects of procurement;
- f) Excellent skills in project management demonstrated in previous jobs;
- g) Proven track record in working effectively within multidisciplinary teams;
- h) Excellent oral and written communication skills;
- i) Strong work ethics, including ability to work with minimal supervision, mentor colleagues and peers, and deliver on short deadlines.