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MINISTRY OF SOCIAL DEVELOPMENT (MoSD) PATHWAYS TO SUSTAINABLE LIVELIHOODS PROJECT (P177814)

TERMS OF REFERENCE (TORS) - PROCUREMENT SPECIALIST

1.0 Project Background

The government of the Kingdom of Lesotho through the Ministry of Social Development (MoSD) has secured credit from the World Bank in the amount equivalent to US\$26.5 million towards the cost of Pathways to Sustainable Livelihoods Projects (PSLP) for five (5) years period up to 2027.

The Ministry intends to use portion of this credit for an individual consultant to act as a Procurement Specialist (PS) as part of the Project Facilitation Unit (PFU) (to be recruited) in the Ministry of Social Development. The PS for procurement of all goods and services for the project in accordance with the guidelines, rules and procedures provided in the Project Financing Agreement and enhances the procurement capacity within the MoSD team.

2.0 Objectives

The objective of the assignment is to undertake services in the procurement of Goods and services and enhance procurement capacity of Ministry Social Development (MoSD) staff through implementation of TIC.

3.0 Scope of Services

The services of the Procurement Specialist shall include but not limited to the following tasks;

- (i) Provide on the job training/coaching to an identified procurement staff through hands on training by fully participation in the procurement activities that are mentioned in subsequent items;
- (ii) Assist in the preparation and updating of the procurement plans for the implementation of all procurement activities;
- (iii) Prepare invitation for bids and bidding documents for issuance to bidders,
- (iv) Provide input to bid evaluation and review of bid evaluation reports prior to submission to the World Bank for approval of award recommendations;
- (v) Help ensure quality to focus on specific procurement problems and issues;
- (vi) Participate in Contract Negotiations;
- (vii) Prepare Contract documents;
- (viii) Review Securities and Guarantees and approve;
- (ix) Assist in ensuring that procurement takes place as rapidly and effectively as possible;
- (x) Provide support and guidance to the staff of the MoSD in obtaining the necessary clearance from World Bank in awarding contracts and follow up actions;
- (xi) Advise the client to ensure compliance with all procedures for procurement according to World Bank Guidelines;
- (xii) Review Consultants' evaluation reports for Contractors' claims on additional cost and time extension and advise MoSD accordingly;

- (xiii) Prepare quarterly reports incorporating statistical monitoring tools. “monitoring by value” and “monitoring by number of contracts”, and
- (xiv) Perform other duties as instructed by the Project Coordinator.

4.0 Qualifications and Experience

- i. Education and Work experience: The Project Procurement Specialist shall have CIPS level 6 and a minimum of Bachelor’s degree or equivalent in Business Administration, Procurement, Economics and any related fields; or a professional procurement and logistics qualification; and at least (five) 5 years’ experience of public procurement;
- ii. Knowledge, Skills and Abilities Requirements:
 - At least two years’ experience in procurement using World Bank or any multilateral funding agency procurement procedures
 - Considerable knowledge of procurement methods and procedures; working knowledge of sources of supplies and price trends.
 - Procurement at level of large projects of scale public or private projects involving procurement of Goods and Services for at least two years
 - Fluency in English (reading, writing, and speaking) required;
 - Knowledge of computer skills is essential
 - Ability to communicate effectively, orally and in writing is a pre-requisite.
 - High integrity and accountability in all aspects of project procurement.
 - Experience in training, capacity building, system set-ups etc. in procurement will be required.

5.0 Duration of Assignment

The assignment shall be for a period of twenty-four (24) months renewable upon satisfactory performance.

6.0 Submissions of Applications

The Principal Secretary
Ministry of Social Development
P/Bag A222
Maseru
Lesotho

Interested candidates shall submit their applications, Educational Certificates and transcripts, Curriculum Vitae with two names of the referees with their contact details on or before 14 September 2022 during working hours to the following address: tankisomasao@gmail.com