

TERMS OF REFERENCE FOR PROCUREMENT EXPERT

Ogun State Government Ministry of Budget and Planning

Job Title: Technical Assistant: PROCUREMENT EXPERT for the implementation of the Ogun State Procurement Law
Job Grade: Consultant
Location: Ogun State Secretariat, Abeokuta, Ogun State
Report to: Honourable Commissioner Ministry of Budget and Planning

1. Background

Ogun State (OG) has recorded significant progress across various sectors in the current administration. However, there is need for medium to longer term plan to ensure that the achievements recorded are sustainable and to prepare adequately for the future. The Government has prepared a State Development Plan underpinned by strategies to achieve sustainable development in five key sectors – also referred to as the five cardinal programmes or objectives of the government. This plan recognizes the need for the State to invest in the welfare of its citizens, but also recognizes the importance of economic growth to provide a pool of resources to support the programme. There are two main themes to the plan, firstly, a focus on improving the economic base of the State, and secondly a focus on improving the quality of lives through better access to social services (education and healthcare in particular). Ogun state has always been cognizant of the need for an enabling and investor friendly environment, able to attract capital and foster economic growth. Investment in the creation of such environment is imperative in the strategic plan, along with a clear intention to build on and consolidate progress achieved to date.

To improve and strengthen the economic impact on citizens of the state, the government has applied for budget support from the World Bank. The project is currently under preparation and the state is desirous to recruit for several roles to support effective and efficient implementation of the project.

The State Government is aware of the need shape and determine future procurement policy in a way which is efficient, effective and minimizes risk. To this end the State government is implementing its procurement law, with the establishment of the procurement bureau.

The Ogun State Government intends to engage the services of an individual consultant to support the facilitation, implementation, and coordination of the public procurement bureau in accordance with international best practices and the State Public Procurement law.

2. Objective of the Assignment

The Procurement Consultant will support the establishment of procurement institutions and systems under the Ogun State Public Procurement Law and coordinate procurement implementation under the Ogun Program for Result Project.

3. Specific Tasks of Procurement Expert

The Procurement Expert will be responsible for assisting the State Government in establishing the Ogun State Public Procurement Bureau, recruiting Procurement Staff (internal and external as needed), delivering procurement capacity building; and being responsible for overall coordination of procurement under the Ogun State Program for Results, utilizing World Bank Procurement Framework and Ogun State Public Procurement Law.

The responsibilities of the Procurement Consultant will include

A. Development of Procurement Tools:

- Formulate statewide procurement policy and procedures in accordance with the Ogun State Public Procurement Law.
- Elaborate, introduce and implement sourcing strategy
- Procurement business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in Procurement, control of the workflows and staff responsibilities in the Procurement Bureau, harmonization of the workflows and advice on changes required to strengthen unit output.

- Conceptualize, elaborate and implement a procurement management strategy in the Bureau, including tendering processes and evaluation, contractor appraisal, evaluation and negotiation of offers, management of the contract and contractor, legal considerations and payment conditions, risk assessment.
- Synthesis of lessons learned and best practices in Procurement.
- Coordinate the harmonization of procurement policy with other development agencies.

B. The coordination of Procurement for the World Bank Program for Results project.

- Implement a database of service providers and ensure that it is updated from time to time and develop management statistics to measure the level of participation in procurement opportunities in the state;
- Follow up with procuring entities under the Program for Results to assure effective and efficient development of specifications for the procurement of goods, works, non-consulting services and consultancy services;
- Plan, prepare and coordinate the acquisition of goods, works, non-consulting services and consultancy services;
- Prepare reports of activities prescribed in the procurement manual according to their timelines, including any other reports that may be required in connection with the implementation of the project;
- Develop and maintain the procurement plan on a model consistent with WB procedures and coordinate its implementation;
- Produce quarterly reports on the market situation and suppliers' performance;
- Assist in managing claims and litigations arising from procurement.
- Train staff of MDAs on public procurement as may be required.
- Deliver tailored training to Bureau staff in the procurement of goods, works, non-consultancy services and consulting services and contract management in accordance with Ogun State Public Procurement Law and international best practices

4. Qualifications and Experience

The Procurement Expert should have the following qualifications and experiences:

- A minimum of first degree in Business Administration, Economics, Engineering, Public Procurement, Public Policy, or other related fields. A post graduate training in procurement will be an advantage;
- Good knowledge of standard procurement procedures and specific knowledge of and experience in World Bank, DFID, or AFDB procurement procedures are mandatory;
- Minimum Ten (10) years relevant working experience, of which five years cognate experience must be in public procurement reforms at senior level;
- Knowledge of Ogun State Govt procurement procedures and documentation will be an added advantage;
- Experience in procurement capacity building and establishing procurement institutions and systems will be a distinct advantage;
- Computer literacy and competence, Microsoft Word, Excel, Access, Power Point;
- Proven ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- Fluency in written and spoken English.
- Excellent analytical and report writing skills.

5. Other Requirements:

- Excellent planning and organizational skills;
- Strong management skills, particularly ability to provide strategic direction and technical supervision,
- Ability to work in multicultural environments, and ease in interpersonal relationships;
- Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment;
- Excellent coordination and negotiation skills;
- Experience in dealing with senior business executives and government officials;
- Good team player while being independent and able to work autonomously.

6. Duration and Payment Terms

Contract duration will be Eighteen (18) months, with a possibility of an extension subject to satisfactory performance. Payment will be on monthly basis, under a Time-based contract, based on submission of timesheet and reports.

7. Reporting Relationships

The Procurement Expert shall report to the Honourable Commissioner, Ministry of Budget and Planning for the overall coordination of the assignment and the Director General of the Bureau of Public Procurement for his/her day to day activities.

8. The client will provide Resources, Data and Services deemed important to the implementation of the project.