

**TERMS OF REFERENCE FOR PROCUREMENT EXPERT
Agricultural Production and Industrialization Program
(OSAPIP)**

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. There is however a need to plan for the medium to longer term, to ensure 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. This plan recognizes the need for the State to invest in the welfare of its citizens, but also recognizes the importance of economic growth and increased resources available for this purpose. There are therefore 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 that is able to attract capital and foster economic growth. The investments into creating such an environment are recognized within this 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 in the state the government is in the process of applying for funding support from the World Bank, still at preparation stage, part of which will be applied for technical assistance in the implementation of the proposed project.

The State Government is desirous to institutionalize a public procurement that is efficient and effective and that supports value for money in the utilization of public resources. To this end the State government is implementing its public procurement law, including establishment of the regulatory framework.

Therefore, Ogun State Government intends to engage the services of an individual consultant to be responsible for the facilitation and implementation of the law and to coordinate the setting up of the Public Procurement Bureau in line with international best practices.

2. Specific Tasks of Procurement Expert

The Procurement Expert will be responsible for assisting the State Government in establishing the Procurement Bureau, Recruiting Procurement Staff (internal and external as needed), Capacity Building; development of procurement tools and has overall coordination of the implementation of the State's Public Procurement Law.

The Procurement Expert will carry out the following specific tasks among others:

Establishment of the Procurement Bureau

- Formulate statewide procurement policy and procedures, and project administration instructions.
- Implement agreed operational strategies
- Introduce efficient procurement processes
- Elaborate, introduce and implement a sourcing strategy
- Map procurement business processes and elaborate/establish internal Procurement Standard Operating Procedures (SOPs), design procurement workflows, develop work schedule of the Bureau staff, and advise the HC Budget and Planning and DG Procurement on changes required to strengthen the Bureau's performance.
- Design and deploy a strategy for procurement planning, budgeting, tendering and contract management for the Bureau.
- Organize procurement training for the staff of the Bureau and operations/ project staff.
- Organize procurement trainings for Govt. staff as may be required from time to time.

- Synthesize lessons learned and best practices in Procurement to guide public procurement reforms in the State.
- Coordinate the implementation of E procurement
- Coordinate the harmonization of procurement policy with other development agencies.

3. Reporting Relationships

The Procurement Expert shall report to the Honourable Commissioner, Ministry of Budget and Planning for the overall delivery of this assignment and to the Director General of the Bureau, when engaged, for day-to-day administrative issues. A monthly report, which should include key findings from the past month's activities, successes and challenges, action plan to enhance the procurement reforms process and progress towards achieving the assignment will be submitted the Honourable Commissioner.

4. Qualifications and Experience

The Procurement Expert should have the following qualifications and experience:

- A minimum of first degree in Business Administration, Economics, Engineering, Public Procurement, Public Policy, or other related fields, post graduate training in procurement or related subject, or equivalent by experience;
- Good knowledge of standard procurement methods and. Specific knowledge and experience in World Bank, DFID, or AFDB procurement procedures will be a distinct advantage;
- Minimum Ten (10) years relevant working experience, of which five years continuous experience is in procurement management at senior level;
- Knowledge of AfDB and World Bank Guidelines as well as Ogun State Govt procurement procedures and documentation will be an added advantage;
- Experience in training, capacity building and setting up procurement 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 skills and report writing.

5. Other Requirements:

- Excellent planning, organising and writing skills;
- Strong management skills, particularly ability to provide strategic direction and technical supervision,
- Excellent communication skills, 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;
- Excellent organizational and recordkeeping 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 initially be Eighteen (18) months with a possibility of an extension should the project require the further services of the procurement expert and upon satisfactory performance. The Procurement expert will be reimbursed monthly based on acceptable monthly reports.

7. Procurement Procedure

The procurement procedure to be followed in the selection of the Individual Consultant shall be The World Bank Procurement Regulations for IPF Borrowers, July 2016, revised November 2017.

8. Application Information

Resumes and Financial Proposals to be delivered to OgunP4R@ogunstate.gov.ng by 2nd August 2018.