

REPUBLIC OF LIBERIA



FORESTRY DEVELOPMENT AUTHORITY

REQUEST FOR EXPRESSIONS OF INTEREST FOR RECRUITMENT OF A PROCUREMENT OFFICER

**LIBERIA FOREST SECTOR PROJECT
PROJECT ID: P154114
GRANT ID: TFA2427**

(REFERENCE NO: LR-FDA-68674-CS-INDV)

1. This request for expressions of interest follows the General Procurement Notice for this project that appeared in Development Business No. WB452-01/17 of January 31, 2017.

The Republic of Liberia has received a grant from the Government of Norway in the amount of US\$36.7 million equivalent through the World Bank towards the cost of the Liberia Forest Sector Project, and it intends to apply part of the proceeds of this Grant to eligible payments under an individual consultancy contract for a **Procurement officer**.

2. OBJECTIVES AND SCOPE OF SERVICES

The objective of the assignment is required for implementation of the Liberia Forest Sector Project in accordance with World Bank procurement guidelines and other requirements stipulated in the Project Documents; as well as the efficient management of all procurement contracts and related instruments. The consultant is also expected to support procurement activities of the Additional Readiness Preparation Activities.

The Procurement Officer working under the direction of the Procurement Specialist at the Forestry Development Authority (FDA) shall be responsible for all major project procurements, participate in all aspects of procurement tasks and progressively take upon more complex tasks over the project period. The Procurement officer shall participate in the training of FDA procurement staff throughout the assignment and conduct the tasks identified below by applying sound technical practices and methods.

Working under the direction of the current Procurement Specialist, the Procurement Officer shall, *inter alia*, undertake the following:

- (a) Review all available project documents to facilitate the establishment of procurement procedures for the management and implementation of the project;
- (b) Handle efficiently FDA procurement management system which is based on the guidelines and procedures for the conduct of procurement under World Bank

funded projects, and the government regulations for the procurement of goods, works and services under the Liberia Public Procurement and Concessions Act;

- (c) Establish a simple procurement management tracking system that would monitor the implementation of procurement activities;
- (d) Develop and Participate in the preparation of the Project's Annual Procurement Plan, detailing contract packages for works, goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- (e) Monitor procurement implementation and update the procurement plans prepared at the beginning of the project for the procurement of goods, works, and the procurement of consultants services annually and whenever it becomes necessary to do so;
- (f) Prepare and arrange the publication of General Procurement Notices and Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;
- (g) In consultation with the Forestry Development Authority units and technical officers, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for consulting services and goods activities, using standard documentation;
- (h) Receive bids and participate in bid opening sessions, evaluating goods bids and consultants' proposals, and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award in favour of suppliers, contractors and consultants; and
- (i) Carry out any other relevant periodic duties that may be assigned by the Managing Director through the Project Coordinator from time to time.

A full copy of the terms of reference can be as found as Attachment 1 to this request for expressions of interest found at www.fda.gov.lr/about/vacancies.

3. The Forestry Development Authority now invites eligible *individual consultants* to indicate their interest in providing the required Procurement officer services for the Liberia Forest Sector Project. Interested Consultants should provide information demonstrating that they have the required qualification and experience to perform the Services by submitting a **cover letter** and **updated CV**. See qualification and experience criteria below:

QUALIFICATION AND EXPERIENCE

- Master degree in Public Procurement Management or other relevant disciplines (e.g. Business, Law, Engineering, Public Administration, Management or other relevant university degree, etc.) with a minimum of 5 years' experience in procurement and contract management in the public sector, **OR**
- First degree in relevant discipline (e.g. Business, Law, Engineering, Public Administration, management or other relevant university degree, etc.). with minimum 7 years' post- graduate experience in procurement and contract management in the public sector;
- A professional qualification in procurement from a recognized institution (e.g. Chartered Institute of Purchasing and Supply (CIPS), Institute of Supply Management (ISM) USA or the Intensive Procurement Training Program, Liberia) will be an added advantage.

- Must have good knowledge of procurement policies and procedures of multilateral financial institutions (e.g. the World Bank) and development co-operation agencies; as well as good knowledge of the institutional, technical, and commercial aspects of procurement;
- Excellent skills in project management and communications, both written and oral, demonstrated in previous jobs;
- Must have 3 years work experience on procurement management of World Bank funded projects.
- Experience of similar assignments in the Region is highly preferred.
- Proven track record in working effectively within multidisciplinary teams.

4. GENERAL INFORMATION

- This is a national position but international consultants may apply. However, once successful, said international consultant shall cover the cost of relocating to Liberia as the project shall only pay fees/remuneration to the consultant for services rendered.
 - The Consultant will be on a 3-month probation period.
 - This is a project position supported by the Liberia Forest Sector Project for which contract terms are limited to the period of the projects (closing June 30, 2020).
 - The Forestry Development Authority is a gender sensitive institution. *Females are encouraged to apply.*
 - Only shortlisted candidates will be contacted for the selection process.
5. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers*, January 2011, revised July 2014 ("Consultant Guidelines").

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Consultant Guidelines. For reference, please see Section V. of the World Bank's Selection Guidelines, January 2011 edition, revised July 2014, by following the link below:

<http://pubdocs.worldbank.org/en/894361459190142673/ProcurementConsultantHiringGuidelinesEngJuly2014.pdf>

Further information can be obtained at the address below during office hours 0900 to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **16:00 GMT on September 11, 2018**. **Envelopes or subject of emails must be marked "Expression of Interest for Procurement officer for FDA"**.

Forestry Development Authority
 Whein Town, Mount Barclay
 P. O. Box 3010
 Montserrado County
 Monrovia, Liberia
 Attention: Saah A. David, Jr., National REDD+ Project Coordinator
 Tel: +231(0)880699711
 Email: redliberiaprogram@gmail.com cc: hdd1960wllms@gmail.com