

REPUBLIC OF GHANA



MINISTRY OF FINANCE

GHANA PUBLIC PRIVATE PARTNERSHIP PROJECT

(Credit No.: IDA50970)

INDIVIDUAL CONSULTANT SERVICES

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANTS)

A/ BACKGROUND

The Government of the Republic of Ghana (GoG) has obtained a credit from the International Development Association (IDA) towards the cost of the Ghana Public Private Partnership Programme (PPP) and intends to apply part of the proceeds of this credit to payments under contracts, for Individual Consultants to assist in project implementation

The objective of the Programme is to assist the GoG tackle the binding infrastructure constraints, that hamper firm productivity and employment generating growth. This Programme seeks to increase infrastructure service levels and quality, through supporting private sector participation through a PPP financing model. Through the proposed components, the Programme is designed to help implement the approved National Policy on PPP's, June, 2011, thus supporting a conducive and enabling environment for PPP's.

The Ghana PPP Programme has four primary components:

- Component 1: PPP Institutional, Fiduciary and Legislative Capacity Building
- Component 2: PPP Pipeline Preparation and Transaction Advisory Support
- Component 3: Facilitating the Provision of Long Term Development Finance
- Component 4: Project Management and Monitoring & Evaluation

The Ministry of Finance (MoF), through its Public Investment Division (PID) which is leading the project implementation now invites eligible Individual Consultants, to indicate their interest in providing the services described below:

- Procurement Specialist

B/ INDIVIDUAL CONSULTANT POSITION

I) PROCUREMENT SPECIALIST

Objectives of the Assignment:

This assignment is designed to:

(a) ensure that all Works, Goods and Services financed under the IDA credit would be procured in accordance with the appropriate IDA Guidelines; the project Financial Agreement (FA); the Project Implementation Manual (PIM); and the Ghana Public Procurement procedures where applicable;

(b) guide, provide support and advise to the PID to assure timely procurement, delivery, quality control and contract management of other bilateral/multilateral donor funded projects;

(c) manage the PPP procurement process for securing contracts with the private party in accordance with the National PPP Policy, PPP Law and Guidelines, and to the highest standards of efficiency, quality and integrity.

The Procurement Specialist will work closely across Government MDAs providing advice and guidance to PPP Programme Teams responsible for pipeline projects on procurement requirements/options relating to the different PPP Programmes. He will also coordinate with the office within MOF responsible for PID's regular (i.e. non-project related) procurement activities to ensure consistency and avoid any duplication.

The Procurement Specialist will also establish close and cooperative working relationships with the World Bank procurement team based in the Country Office in Accra and the World Bank Unit within MOF. This will facilitate regular and ongoing notification of any changes in procurement procedures and, by permitting upstream advice from the Bank's team, the preparation of quality procurement documentation and correspondence to minimize Bank clearance times.

Scope of Services

The Procurement Specialist will:

- Establish a procurement management system for the Project based on the guidelines and procedures for procurement under World Bank funded projects and other bilateral/multilateral donor funded projects, and the government regulations for the procurement of goods, works, services and contract management under the Ghana Public Procurement Act;
- Manage all aspects of the procurement activities of the Project and, as necessary, assist in the recruitment of short and long term procurement consultants to assist in the delivery of the procurement plans and manage the workflow and quality of the overall procurement team;

- Ensure that procurement procedures as contained in the Procurement Manual approved by the IDA are followed in all procurement activities of the Project;
- Ensure adequate records of procurement activities are kept in PID;
- Oversee\prepare procurement plans, and progress reports for inclusion in the Financial Monitoring Report and Project Progress Reports to be submitted to IDA;
- Provide technical procurement advice and support to the PID team in preparing the budget and the financial and procurement plans;
- Prepare and update the general and detailed procurement plans in consultation with the PID team;
- Prepare and publish procurement notices such as General Procurement Notice, Invitation for Bids, Request for Expression of Interest, and Contract Award notices in accordance with IDA Guidelines and specific requirements of the Financing Agreement;
- Working in close cooperation with the different PPP Programme Teams, supervise the preparation of bid documents, the provision of instructions for bidders on procedure for submission of bids, the implementation of the evaluation and negotiation processes, contract award and execution;
- Oversee the preparation of technical specifications for materials to be procured; source price quotation from suppliers and ensure insurance cover for all imports;
- Prepare, issue and follow up on “No Objection” from IDA on all procurement activities in accordance with IDA procedures;
- Supervise contracts for the supply of goods and equipment in accordance with the respective contracts; including the processing of payments, physical inspection and testing, receipt and transfer of the goods to the Client and closing of respective contracts.
- Establish a procurement filing system, and ensure all related documents are included in the respective files; this includes maintaining a contracts register with complete “paper trail” of procurement and implementation of each contract for planning, to the procurement process and contract awards/extensions, until contract completion to ensure ease of retrieval of information and ease of following the paper trail of procurement by independent external auditors, authorised agents or the World Bank staff during post-procurement reviews (PPRs);
- Coordinate preparation of post procurement reviews by the Bank and participate in Bank implementation reviews;
- Coordinate and conduct procurement training workshops to relevant MDAs as required;
- Establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
- Perform other tasks as the job role may demand from time to time.

Competency and Expertise Requirements

The Procurement Specialist will have experience in International Procurement, management of public procurement and project management. Experience in procurement procedures of the World Bank will also be required. Educational and Professional qualifications will include:

- A Master's Degree in a relevant discipline eg Procurement, Project Management, Administration, Engineering etc with a minimum of five year's post-qualification experience in procurement and contract management in the public sector (Government Ministries, Departments and Agencies) of which at least three years must be in donor-funded projects;

Or

- A First degree in a relevant discipline, eg Procurement, Business, Law, Engineering, Public Administration or other relevant university degree etc, with a minimum of ten years post graduate experience in procurement and contract management in the public sector (Government Ministries, Departments and Agencies) of which at least five years must be in donor-funded projects;
- A professional qualification in procurement from the Chartered Institute of Purchasing and Supply (CIPS) U.K. or the Institute of Management, (ISM) USA would be an added advantage;
- The successful candidate must have good knowledge of the procurement policies and procedures of multi-lateral financial institutions (eg the World Bank, DFID, AfDB etc) and development co-operation agencies; as well as good knowledge of the institutional, technical and commercial aspects of procurement;
- Work experience on management of donor-funded projects (particularly projects funded by multilateral agencies) within the last three years is an added advantage
- Excellent skills in project management and communications, both written and oral, demonstrated in previous jobs;
- Proven experience working in Procurement with Government MDA's;
- Proven experience dealing with PPP Procurement issues;
- Proven track record in working effectively within multi-disciplinary teams
- Evidence of being able to work effectively in a high-pressure environment and to tight delivery deadlines
- Candidate must be computer literate

SUBMISSION OF EXPRESSION OF INTEREST

Interested Individual Consultants must provide information (Detailed Curricula Vitae and a Cover Letter) indicating that they are qualified to perform the services for the specific positions described above.

Individual Consultants will be selected in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers](#) ("Consultant Guidelines") [January 2011 Version].

Further information can be obtained at the address below during office hours 9.00am to 4.00pm, Monday through Friday (except public holidays).

The Project Coordinator
Ghana PPP Programme
Ministry of Finance
28th February Road
P.O. Box M40, Ministries, Accra.
Fourth Floor (New Block) Room 409
Tel: +233-0302-747197, Ext 6719
Email: pid@mofep.gov.gh

Expressions of interest must be delivered in a written form and clearly marked
“**Ghana PPP Programme/Procurement Specialist Position**” to the address
below in person, by mail, or by e-mail by 3.00pm on 5th December, 2014.

Director, Public Investment Division
Ministry of Finance
Post Office Box M40, Ministries, Accra
Fourth Floor (New Block) Room 402
Tel: +233-0302 – 747197, Ext 6719
Email: pid@mofep.gov.gh