



**Republic of Liberia
Rural and Renewable Energy Agency (RREA)**

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL SELECTION)**

Procurement Officer for Rural and Renewable Energy Agency (RREA)

Contract Reference No: RREA/LIR/CONS/002/2021

Issue Date: **July 19 2021**

Deadline: **August 5, 2021**

The Rural and Renewable Energy Agency has received funding from the World Bank towards the cost of Liberia Renewable Energy Access Project and intends to apply part of the proceeds for the employment of a Project Procurement Officer.

Some specific tasks to be performed over an initial contract period of 12 months, renewable based on performance, will include but not be limited to the following:

- Update a detailed Procurement Plan (PP) for LIRENAP. The PP(s) will identify all works, goods and services to be contracted under various methods of procurement and selection of consultants. The Procurement Officer will update the PP(s) quarterly or as demanded by the needs arising out of the emergency.
- Update and arrange the publication of specific procurement notices in accordance with Bank Guidelines and specific requirements of the Grant Agreement.
- Draft and issue specific Bidding Documents (BD) and Request for Proposals (RFP) on the basis of the Bank's SBD and SRFP, and the Borrower's Standard Documents for National Competitive Bidding (NCB) processes acceptable to the Bank. The Client shall furnish the Procurement Specialist with Terms of reference and Technical Specifications for inclusion in the BD and RFP.
- Receive, secure and open Bids/Proposals immediately after the deadline for submission has passed in accordance with the procedures and bidding requirements (instructions) of the BD and RFP.
- Draft and process each contract for signature on the basis of any contract finalization proceedings for goods and works or negotiated consultant proposal. Except for contracts for the supply of certain goods and equipment.

The RREA now invites eligible individuals ("Consultants") to indicate their interest in providing the Services. Interested Consultants must provide information indicating that they are qualified to perform the services (CV's, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.).

Selection will be based on qualifications and experience stipulated below:

- Must possess a minimum of a Bachelor's degree in Procurement, Business Administration, Social Sciences or related discipline;
- Must possess at least 2 Professional purchasing/procurement certificates. The inclusion of a third certification in any form of logistics is an added advantage.
- Must possess a minimum of 5 years of procurement experience with donor funded projects/organizations.
- Demonstrated computer skills, knowledge of Microsoft Office Suite preferred.
- Excellent interpersonal skills, sound judgment, communication skills, training experience, ability to identify and resolve policy and operational constraints.

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, and August 2018 and November 2020, setting forth the World Bank's policy on conflict of interest. Please refer to paragraph 3.17 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank's website at <http://projectsbeta.worldbank.org/en/projects-operations/products-and-services/brief/>

An Individual Consultant will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Procurement Regulations.

Further information and the detailed Terms of Reference (TOR) for the assignment can be obtained electronically at the following email addresses and Website, from Mondays to Fridays, from 0900 to 1600 hours GMT:

Email: info@rrealiberia.org

Website: www.rrealiberia.org

Expression of Interest; clearly marked **Consultant for Procurement Officer**, must be delivered in a written form to the address below (in hard and or electronic/email copy) on or before **4:00 p.m.** Local Time, on **August 5, 2021**. Only shortlisted candidates will be contacted.

Attn: Executive Director
 Rural and Renewable Energy Agency
 LEC Sub-station, Newport Street
 1000 Monrovia 10, Liberia
 Email: josephw@rrealiberia.org

Electronic submission should also be copied to the following addresses:

info@rrealiberia.org; stephenp@rrealiberia.org; augustinem@rrealiberia.org

Only shortlisted candidates will be contacted.

TERMS OF REFERENCE FOR A PROCUREMENT OFFICER FOR THE **LIBERIA RENEWABLE ENERGY ACCESS PROJECT (LIRENAP)**

I. Introduction

The Liberia Renewable Energy Access Project (LIRENAP) is a World-Bank financed off-grid electrification project which aims to support the development of small hydro-based mini grids to serve 50,000 people in the Lofa county, an agriculture hub in the north-west of the country and provide stand-alone solar systems to 100,000 people in other remote rural areas. The Project is being implemented by the Rural and Renewable Energy Agency (RREA). RREA intends to use part of the project funding to employ a Procurement Officer for the Project.

II. Objectives of the Assignment

The Procurement Officer will be taking the lead in the procurement of goods and works, consulting and non-consulting services in accordance with the Procurement Regulations of the World Bank. Under the supervision of the RREA's Procurement Director (Procurement Specialist), the Procurement Officer will ensure that procurement activities of the **Liberia Renewable Energy Access Project (LIRENAP)** are in compliance with World Bank Procurement Regulations and the Liberia's Renewable Energy Investment Plan. The Procurement Officer will ensure items are purchased from specified eligible suppliers that meet the quality standards and are delivered according to agreed terms and conditions of the contracts.

III. Duties and Responsibilities

The specific tasks to be performed by the Consultant shall include but not be limited to the following:

- ***Update the Annual Procurement Plan (PP) for LIRENAP.*** The Procurement Officer will update the PP(s)¹ quarterly or as required by emergency needs. The PP(s) shall show the scope, estimated value and expected starting and completion dates of key procurement steps, i.e. drafting of bidding/proposal documents, advertising, bid/proposal evaluation and contract award, budget requirement flows, and projected contract cash flows;
- Guide user departments on the initiation of specific procurement activities in the approved PP and how to initiate procurement requisitions and technical specifications for goods, Bill of Quantities (BoQs) for works, Statement of Services for non-consulting services and Terms of Reference (ToRs) for Consulting Services;
- As soon as it is available, submit to the Client all procurement information for dissemination through the Client's project website, and the PPCC website,

¹ The PP(s) will identify all works, goods and services to be contracted under various methods of procurement and selection of consultants.

- including, summary procurement plans, procurement notices, bid evaluation reports, details on contract awards (name, number, scope, value, contractor, expected contract starting and completion dates);
- Update and arrange the publication of specific procurement notices in accordance with World Bank Procurement Regulations and specific requirements of the Grant Agreement.
 - Draft and issue specific Bidding Documents (BD) and Request for Proposals (RFP) on the basis of the World Bank's SBD and SRFP, and the Borrower's Standard Documents for National Competitive Bidding (NCB) processes acceptable to the World Bank. The Client shall furnish the Procurement Specialist with ToRs and Technical Specifications for inclusion in the BD and RFP. The Procurement Officer shall coordinate the preparation of relevant inputs to standard bidding documents, such as TORs, specifications and BoQs from subject matter specialists and concomitantly review them for completeness, consistency and fairness, and if necessary, suggest amendments.
 - Coordinate the receipt, secure and opening Bids/Proposals immediately after the deadline for submission has passed in accordance with the procedures and bidding requirements (instructions) of the BD and RFP. During the bidding period, the Procurement Officer shall respond to questions from bidders and issue amendments to the procurement documents in accordance with relevant clauses of the BD and RFP.
 - Coordinate the evaluation of bids/proposals and provide recommendations to the Client in accordance with the respective clauses and confidentiality requirements of the BD or RFP. Bid evaluation reports shall be submitted using the forms included in the SBDs as applicable. Upon contract award, the Procurement Officer shall proceed to issue the notice of award to the winning contractor/supplier or invite the highest ranked Consultant to negotiate as applicable. Upon signing a contract, the Procurement Officer shall notify the bidders/consultants that have lost of the final award decision.
 - Draft and process each contract for signature on the basis of any contract finalization proceedings for goods and works or negotiated consultant proposal except for contracts for the supply of certain goods and equipment.
 - Supervise contracts for the supply of goods and equipment in accordance with the respective contracts, including the processing of payments, physical inspection and testing that meet quality standards, receipt and transfer of the goods to the Client and closing of respective contracts that comply with the pre-defined scope of work.

IV. Expected Outputs:

- Updated Procurement Plan for LIRENAP
- Up to date comprehensive procurement files, both physical and electronic at the end of assignment

- Drafted Bidding Documents, as and when required
- Timely preparation and submission of Evaluation Reports to WB for No Objections as and when evaluations are done
- Timely preparation and submission of monthly and quarterly procurement reports to the World Bank as annexes to the project's quarterly reports
- Timely preparation and submission of end of Assignment Report

V. Reporting Obligations

The Procurement Officer under supervision of the Procurement Director shall compile all monthly and quarterly procurement reports and submit same to the Project Coordinator of SREP ten days after end of reporting period. Functional supervision will be carried out by the Procurement Director (Procurement Specialist) of RREA.

VI. Required Qualifications

- Must possess a minimum of a Bachelor's degree in Procurement, Business Administration, Social Sciences or related discipline;
- Must possess at least 2 Professional purchasing/procurement certificates. The inclusion of a third certification in any form of logistics is an added advantage.
- Must possess a minimum of 5 years of procurement experience with donor-funded projects/organizations.
- Knowledge of/experience with World Bank/other international development organizations procurement procedures is desirable.
- Fluency in spoken English and ability to write lucid reports and documents in English is required.
- Strong organization skills and ability to work in a team-oriented, culturally diverse environment.
- Excellent interpersonal skills, sound judgment, communication skills, training experience, ability to identify and resolve policy and operational constraints.
- Demonstrated computer skills, knowledge of Microsoft Office Suite preferred.
- Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision for timely delivery

VII. Duration of the Assignment

The Procurement Officer will be engaged under the **LIRENAP** for period of two years.

VIII. Performance Evaluation

Within three months after commencement of the assignment, performance standards and evaluation criteria shall be agreed and signed with the Client. Based on the agreed performance standards, performance shall be evaluated in line with RREA's periodic performance evaluation schedule.