



LIBERIA INSTITUTE OF STATISTICS AND GEO-INFORMATION SERVICES (LISGIS)
Statistics House
Capitol Hill
P. O. Box 629
Monrovia, Liberia



TERMS OF REFERENCE (TOR)

**REQUSET FOR EXPRESSIONS OF INTEREST FOR LOCAL
PROCUREMENT SPECIALIST FOR THE 2014/2015 HOUSEHOLD
INCOME AND EXPENDITURE SURVEY (HIES)**

February 8, 2014

**TERMS OF REFERENCE
for
PROCUREMENT SPECIALIST**

1.0 Background/Objective

The Government of Liberia through the Liberia Institute of Statistics and Geo-Information Services (LISGIS) with the support of the World Bank and other key development partners (United States of America International Development (USAID), European Union (EU) and Swedish International Development Agency (SIDA)) IS conducting the 2013/2014 Household Income and Expenditure Survey (HIES). This is a multi-purpose survey that is designed to collect data on household income and expenditure, which will provide weights and commodity basket for the construction of a National Consumer Price Index (NCPI), a detailed agricultural crop data analysis, a baseline data for the Agenda for Transformation (AfT), poverty analysis and update for the National Accounts using household expenditure data. Other components of this project include capacity building, cross-country knowledge sharing and the improvement of household survey methodologies in Liberia.

It is in this light, LISGIS wishes to recruit a Procurement Specialist to assist the Procurement and Logistics Division (PLD) of LISGIS to provide procurement and logistical services in accordance with the Government of Liberia and the World Bank regulations and guidelines for the implementation of the HIES and provide a hand-on-training for the staff of the Procurement and Logistics Division (PLD).

1.1 Contract Tenure

The contract is for one year (March 2014 – February 2015) and will be co-terminus with the HIES project duration. However, the contract may be extended based on satisfactory performance of the Procurement Specialist.

1.2 Specific Task

Under the direct supervision of the HIES Project Director and in closed collaboration with the Deputy Director-General for Administration (DDGA) and the Director of the Procurement and Logistics Division (PLD), the Procurement Specialist shall assist the staff of PLD to perform the following tasks:

1. Ensure that procurement under the project is carried out efficiently and in accordance with the project financing agreement;
2. Develop, update and publish periodical procurement plan;
3. Review and monitor the progress of the procurement implementation with respect to each bidding package within the project scope and promptly inform the DDGA in collaboration with the Director of the PLD of delayed activities or difficulties rising;
4. Prepare periodical reports for monitoring, the implementation of procurement and the delivery of logistical supplies/services, contract expenditure and progress status of the project and make recommendations on how to improve procurement, delivery of logistical supplies/services and contract management in the PLD under the project;
5. In consultation with the DDGA, the HIES Management Team and the staff of PLD, develop specific procurement and delivery of logistical services plan for each procurement package within the scope of the Project,;
6. Setting up evaluation factors, the methodology for quantifying the evaluation factors and the minimum qualification requirements for the award of contracts in bidding documents and requests for proposals (RFPs);
7. Participate in developing bidding invitations (invitations for bids, requests for expressions of interest) for all procurement packages within the scope of the Project; and also prepare responses to requests for clarifications from bidders, responses to complaints from bidders, communications with service providers, suppliers and vendors, minutes of pre-bid meeting, bid opening, negotiations, contract finalization meetings, and working documents with stakeholders;
8. Provide guidance to DDGA, the HIES Management Team and PLD in identifying indicators of unethical practices in procurement and delivery of logistical supplies/services, including collusion. Ensure that all indications or allegations of unethical practices are reported to the DDGA, and other relevant authorities;
9. Monitor key dates e.g. date of expiry of bid/bid security validity and follow up as appropriate to ensure that contracts are awarded within bid/proposal validity period;
10. Draft contract, participate in contract negotiation/finalization and review negotiation minutes;
11. Arrange for publication of contract award notices in accordance with financing agreement with PPCC guidelines;
12. Prepare contracts and ensure that documentation in signed contracts is completed;

13. Participate in dealing with procurement and the delivery of logistical supplies/services related contingencies;
14. Keep all procurement related documents and other records that may be required for inspections and/or audits. Maintain a contracts register and a procurement and delivery of logistical supplies/services records management system. Ensure that procurement and delivery of logistical services records are maintained and filed on a contract by contract basis with each file containing the complete paper trail of procurement;
15. In collaboration with the Training Officer of LISGIS, organize and conduct hand-on or on-the-job (OTJ) training for the staff of PLD and other interested staff of LISGIS; and
16. Perform any other related assignment as delegated by the HIES Project Director as well as by the DDGA and PLD.

1.3 General Information:

Engagement of the Procurement Specialist will be on full time basis and the place of work will be the LISGIS' Head Office, located on the Capitol Hill.

1.4 Qualifications/specialized knowledge/experience required:

1. University Degree in one of the following areas: Economics and/or Business Administration or any relevant subjects;
2. At least 5 year working experience in public procurement, in projects financed by the Government of Liberia, World Bank and international financial organizations;
3. Knowledge of international organizations/agencies and national public procurement regulations and procedures;
4. Ability to perform a broad range of specialized activities related to contract, asset and procurement management, including organization and conduct of procurement processes, implementation of contract and sourcing strategies, reporting, control of assets;
5. Demonstrates strong IT skills e.g. computer literacy, in particular experience with Microsoft Office products (MS. Words, Excel, Power Point, Internet Explorer, etc.); and
6. Abilities to communicate, negotiate, analyze, elaborate and present reports and statements.

1.5 Performance Evaluation

Performance of the procurement specialist will be assessed by the outcome meeting requirements of the HIES Management and PLD/LISGIS in quality and timely manner.

1.6 Reporting Requirement

The procurement specialist in collaboration with the Director/PLD will provide guidance and recommendations to the Deputy Director-General for Administration on daily basis under the scope of the assignment during the contract performance. Also, the procurement specialist will report to the Director General through the DDGA on monthly basis. The monthly report covers all the works done in the reporting period and recommendations for performance improvements if necessary.

1.8 Application Procedure

Interested candidates are required to submit a recent **Curriculum Vitae** and an **application letter**, hand delivered or emailed to the following address, no later than Friday, 21ST March 2014.

Acting Director
Procurement and Logistics Division
Liberia Institute of Statistics & Geo-Information Services (LISGIS)
Statistics House
Capitol Hill
P. O. Box 629
Monrovia, Liberia
Email: "Bebee Wesley" <wesleybebee@yahoo.com>

Only short-listed candidates will be contacted for the selection process.