



GOVERNMENT OF SOMALILAND

Ministry of Local Government and Urban Development

Terms of Reference – ToR for Bulsho Procurement Officer (Bulsho Project Implementation Unit – PIU).

Name of the Project: Bulsho Program - Strengthening Community Institutions for Social Cohesion, Inclusion and Resilience.

Project ID: P508408

Position Title: Bulsho Procurement Officer (Bulsho Project Implementation Unit – PIU)

Reporting to: Project Coordinator/Manager

Type of Appointment: Individual Consultant

Ref No: SO-MOLGUD-567779-CS-INDV

Duration: 12 months and renewable upon satisfactory performance.

Duty Station: Hargeisa, Somaliland (with potential travel to the target Districts and Cities of Bulsho Project)

1. Background

A Procurement Officer is required to support the **Ministry of Local Government and Urban Development (MoLGUD)** of the Government of Somaliland (GoSL) in the implementation of the World Bank-funded Bulsho Program – *Strengthening Community Institutions for Social Cohesion, Inclusion and Resilience (P508408)*.

The main objective of the Bulsho Program is to strengthen community and local institutions for improved social cohesion, inclusion, and resilience.

To support implementation of the Bulsho Project, the Government of Somaliland, through MoLGUD, is seeking to recruit a **Procurement Officer** as part of the **Project Implementation Unit (PIU)**.

2. Project Overview

Under the leadership of **MoLGUD**, the Government of Somaliland is implementing the Bulsho Program as a national initiative aimed at strengthening community and local government institutions.

The program places citizens and communities at the center of governance and focuses on:

- Strengthening service delivery systems
- Reinforcing the social contract between citizens and government
- Promoting participatory and inclusive local governance

The development objective of the Bulsho Program is to reinforce community and local institutions for improved social cohesion, inclusion, and resilience, contributing to:

- **Social cohesion:** strengthening citizen–state relations
- **Social inclusion:** empowering marginalized groups, including women and youth
- **Social resilience:** enhancing the capacity of communities to respond to shocks and conflicts

The Bulsho Project supports:

1. Capacity building for community and local government institutions
2. Matching grants for service delivery and livelihoods
3. Innovative approaches for inclusion, transparency, and resilience

3. Scope of Services

The Procurement Officer will develop and implement a cost-effective procurement management system for the Bulsho Project in accordance with the World Bank Procurement Regulations.

4. Key Responsibilities

1. Procurement Planning

- Advise MoLGUD senior management on procurement aspects of the Bulsho Project

- Coordinate and implement procurement activities for the Bulsho project in accordance with the World Bank Procurement Regulations and applicable Government procedures.
- Establish systems for procurement planning, implementation, monitoring, and documentation
- Responsible for coordination and implementation of all procurement activities of Bulsho project.
- • Work closely with the Project Manager, technical specialists, and other PIU members to undertake all procurement activities required under the project.
- Set up systems for procurement planning, implementation, monitoring and documentation for the projects as per required standards;
- Work closely with the relevant offices such as the ministry's procurement section to ensure the effective implementation of program activities.
- In consultation and close collaboration with the Project Manager and the projects' Technical Teams prepare realistic, consolidated, updated annual procurement plans which are in harmony with the work plans and available funds;
- Prepare procurement plans, monitor procurement implementation, and track procurement milestones, including tendering, evaluation, contract award, delivery, and completion.
- Provide technical inputs to the development and updating of procurement sections of the Project Operations Manual (POM), the Matching Grants Manual, and related guidelines, particularly with respect to procurement arrangements for district authorities and community committees.

2. Tender Processing

- Provide technical teams, district authorities, and beneficiaries at all stages of procurement to ensure compliance with World Bank Procurement Regulations and project procedures.

- Prepare Specific Procurement Notices (SPNs), Requests for Bids (RFBs), Requests for Quotations (RFQs), Requests for Expressions of Interest (REOIs), Requests for Proposals (RFPs), and other procurement documents as required under the project.
- Facilitate publication of procurement notices through appropriate national and international channels, including UNDB Online and other platforms where applicable.
- Provide guidance and support in ensuring timely initiation of procurement processes, monitoring the procurement processes and ensuring responses to procurement related queries are provided timely;
- Support evaluation committees in the evaluation of bids, quotations, and proposals in accordance with World Bank Procurement Regulations and Standard Procurement Documents.
- Assist in the preparation of evaluation reports, recommendations for award, obtaining required approvals, and finalization of contracts for signature.
- Provide technical guidance and coordination in the preparation of procurement inputs, including Terms of Reference (TORs), technical specifications, schedules of requirements, cost estimates, and bidding documents.

3. Contract Management

- Provide support in contract management, especially in monitoring contract execution, ensuring timely delivery of goods and consultants reports and other deliverables, and ensure compliance with provisions in contracts by all contracting parties;
- Provide guidance to community groups in the preparation and management of contracts with contractors and service providers and support district authorities in overseeing contract implementation.
- Monitor contract performance and advise on corrective actions where implementation delays or contract management issues arise.

Attend to procurement-related queries, disputes, complaints, and contract administration issues that may arise during procurement and implementation processes.

4. Compliance and Reporting

- Ensure that all procurement activities are conducted in compliance with World Bank Procurement Regulations, project procedures, and applicable government requirements.
- Review community procurement plans, as consolidated by district authorities, and monitor implementation of community-level procurement activities to ensure compliance with applicable community procurement procedures under World Bank regulations.
- Facilitate Post Procurement Reviews (PPRs), procurement audits, and other procurement oversight activities and follow up on implementation of recommendations.
- Prepare procurement inputs to project quarterly progress reports, facilitating the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations.
- Provide technical support in the preparation of monthly, quarterly, and annual procurement progress reports, ensuring that procurement issues, risks, mitigation measures, and progress are adequately documented.
- Review and approve all the procurement related issues after consultation with the Manager
- Provide Technical Support in preparation of monthly, quarterly and annual procurement progress reports, as shall be required, and ensure issues identified during the reporting period and actions taken to resolve them are clearly narrated;
- Provide guidance and coordination in the preparation of inputs (Terms of Reference, Schedules of Requirements and Specifications) to Prequalification Documents (PQD), Bidding Documents (BDs), and Requests for Proposals (RFPs) and other procurement documents;
- Monitor procurement performance indicators and maintain procurement records in accordance with project and World Bank requirements.

5. Capacity Building

- Provide expert technical advice and support to the Ministry's procurement team and the Bulsho Project team, promoting knowledge transfer and adherence to procurement best practices.
- Provide technical inputs to the development and updating of procurement sections of the Project Operations Manual (POM), the Matching Grants Manual, and related guidelines, particularly with respect to procurement arrangements for district authorities and community committees.
- Provide training and technical support to district officials and community committees on procurement processes, including procurement planning, documentation, contract management, record keeping, and compliance with community procurement procedures.
- Prepare, deliver, and oversee capacity-building activities for district authorities and community committees on community procurement arrangements and related project procedures.
- Support the development of procurement tools, templates, guidance notes, and training materials required for project implementation.
- Promote awareness of procurement integrity, transparency, accountability, and fraud and corruption prevention measures among project stakeholders.

6. Other Responsibilities

- Take responsibility for managing the Systematic Tracking of Exchanges in Procurement (STEP) portals of the project.
- Provide guidance in the preparation of detailed procurement plans in which key milestones are indicated and ensure the relevant columns are filled in as and when each stage is accomplished, and establish a simplified tracking system for monitoring procurement activities;
- Provide professional advice in the procurement processes including: invitation and receiving of proposals and bids; procedures for opening of EOIs, proposals and bids; conducting the evaluation of EOIs, Proposals, Bids, etc. and preparation of the associated evaluation reports; contract negotiations and preparation of contracts;

and ensuring that the signed contracts are published and distributed to relevant parties;

- Identify all possible inherent risks related to procurement, especially those related to fraud and corruption and propose appropriate measures to mitigate them; and
- Advise Bulsho Project Teams and institutions benefiting from the project on all matters relating to procurement.
- Execute procurements of all goods and services under the project.
- Provide advice and training if needed, to the evaluation committees in the evaluation of bids, Quotations and proposals in accordance with the World Bank Regulations and preparation of evaluation reports and recommendations for contract awards in accordance with the Standard Forms of Evaluation Reports, including obtaining the necessary clearances and finalization of contracts for signature.
- Carry out any other procurement-related function as shall be assigned by the Project Coordinator/Manager.

Skills and qualifications

The ideal candidate will have:

1. Educational Background

- A University Degree from an accredited University in relevant discipline (e.g. Procurement Supply Chain Management, Business Administration, Accounting, Finance or equivalent).

2. Professional Experience

- A minimum of at least 6 years of direct relevant experience including broad expertise in the management of procurement in the public sector or private sector.
- Minimum of 4 years' experience in implementing procurement actions according to international organizations guidelines such as the World Bank, African Development Bank, the United Nations, INGOs etc. for procurement of goods and services.

3. Skills

- Demonstrated interpersonal skills and ability to work in a team environment.

- The candidate should have knowledge and understanding of project planning and implementation.
- High level of reliability and integrity
- Proven record of ethical good conduct with high integrity and moral values as well as strong communication and representation skills.
- Demonstrated ability to work in multi-cultural environments and under challenging conditions.
- Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use.
- Strong working knowledge of written and spoken English.

4. Knowledge

- Knowledge of Somaliland's public financial management laws and regulations
- Knowledge of WB and/or development partner procurement related standards and requirements

Reporting arrangement and Deliverables:

- The officer will report to the Bulsho project Coordinator/Manager. He/She will be required to provide the following:
 - Quarterly Reports to the National Project Coordinator/Manager. The quarterly reports should cover interventions and activities conducted in the reporting period.
 - Updating Procurement plan of the project and its execution report based on the approved plan.
 - Updating of the Annual Procurement Plan;
 - Timely preparation of bidding documents; Request for Proposals with adequate quality and related Evaluation Reports;
 - Quarterly procurement status; and
 - Annual procurement progress and status report.
 - Updated procurement plans and contract registers.
 - Training and capacity-building plans for procurement stakeholders.

Input/facility provided by the Client:

The client will provide office space with necessary furniture and other facilities such as printing facilities etc. to enable the consultant to perform day-to-day work. The Client shall also provide soft and hard copies of any existing procurement manuals if any on signing of the contract.