

# **Terms of Reference for Procurement Consultant**

## **1. BACKGROUND**

The Republic of the Gambia is implementing Electricity Restoration and Modernization Project (GERMP) financed by the World Bank, European Investment Bank, and European Union. National Water and Electricity Company (NAWEC) is Implementing Agency for this project. The main Project Development Objectives are increasing the availability and reliability of electricity supply in the Gambia; improving operational performance of NAWEC; improve the capacity of NAWEC to dispatch variable renewable electricity. In June 2020, the World Bank Board approved Additional Financing for GERMP to address, inter alia, urgent needs in improvement of NAWEC water business. Main project activities shall be implemented before the project closing date 31 December 2024.

NAWEC has set up a Project Implementation Unit (PIU) to manage the implementation of the projects financed by International Financing Institutions (IFIs), including procurement of goods (equipment and materials), works, and selection of consultants for technical assistance. PIU is also managing contract implementation to ensure compliance with the Financing Agreements. An experienced Procurement and Contract Management Consultant (the Consultant) will be required to support the PIU in conducting these activities in accordance with the World Bank Guidelines and Project legal documents. The Consultant will also provide on-the-job training and support capacity building of the PIU staff, and perform other related activities, as the need may be.

## **2. OBJECTIVES**

The objectives of the Consultant's services are to ensure quality and efficiency of procurement and contract management for the activities outlined in the Project and Financing Agreements, Project Procurement Strategy for Development (PPSD) and Procurement Plan; and provide on-the-job training and capacity building of PIU procurement staff.

## **3. SCOPE OF WORK**

1. Procurement consultant will assist PIU in performing procurement and contract management activities, which include but are not limited to the following:

- (i) Hands-on assistance in performing the following procurement and contract management activities without limitation:
  - Preparation of, Requests For Bids and Requests For Proposals based on the WB's standard procurement documents, advising on procurement packaging.
  - Conducting proper communication with bidders, including drafting responses to bidders' inquiries, debriefing, addressing bidders' complaints.

- Assisting PIU and NAWEC staff on conducting bid/proposal opening session, bid/proposal evaluation, technical and commercial evaluation of bids and proposals, preparing Bid/Proposal Evaluation Reports with recommendations for contract awards.
  - Assisting in negotiating finalizing and monitoring contracts with winning bidders/consultants.
  - Preparation of contract management plans for large contracts, organizing contract management teams, establishing appropriate processes and communication.
  - Managing negotiating, preparing and obtaining approvals for variation orders and contract amendments;
  - Timely submitting to the World Bank and obtaining all necessary approvals/no objection notices.
  - Ensuring that timely input is provided to STEP system of the World Bank.
  - Maintaining procurement filing system to ensure proper record keeping of all procurement-related documentation/records and their availability for the review by the World Bank and the Government.
  - Preparing relevant inputs into regular implementation progress reports by the PIU in part related to procurement.
  - Other procurement and contract management-related activities, as may be requested, from time to time, by the PIU and NAWEC management.
- (ii) Developing procurement capacity of PIU, primarily in the form of on-the-job training and coaching procurement staff of the PIU in conducting procurement work in accordance with the World Bank Procurement Regulations
- (iii) Developing contract management capacity in PIU and NAWEC, based on the requirements of the World Bank and in accordance with accepted international practices.

2. It is envisaged that, without limitation, Consultant will be actively involved in managing the following major activities:

- Design, supply and installation of Solar PV Plant (procurement stage completed, contract signed and being implemented);
- Design and Build of HV Transmission infrastructure Plant (procurement stage completed, contract signed and being implemented);
- Provincial Backbone 2 (procurement stage completed, contract signed and being implemented);
- Provincial Backbone 3 (at procurement stage);
- Greater Banjul Area (GBA) primary and secondary substations upgrading (procurement stage completed, contract signed and being implemented);
- Design, supply and installation of the Integrated Management System for NAWEC (operational acceptance completed);

- Owner's Engineer to supervise construction of Solar PV Plant; and Transmission infrastructures (contract implementation ongoing);
- Borehole drilling and rehabilitation services (at procurement stage);
- Replacement of Water Storage tanks (at procurement stage);
- Various consulting services' contracts.

#### **4. WORKLOAD AND DURATION OF SERVICES**

It is estimated that the workload will be 120 staff-days spread over the total contract period of 12 months.

#### **5. REPORTING OBLIGATIONS**

Consultant will prepare the following reports:

- Inception report within one month after contract commencement;
- Bimonthly progress reports (i.e. every other month);
- Final report upon completion of the services.

#### **6. FACILITIES TO BE PROVIDED BY THE PIU**

The following facilities will be provided by the Client to the consultant free of charge.

- (i) Office space with desk shall be provided in the client's office or as it may be agreed.
- (ii) Access to office facilities: printing, photocopying, etc.
- (iii) Documents: All the documents and available data and information concerning the Project.
- (iv) Internet facilities within the office.
- (v) Any site visits that may be required will be arranged by the Client.

#### **7. FACILITIES TO BE PROVIDED BY THE CONSULTANT**

- (i) Personal computer and peripherals for his own use.
- (ii) Mobile phone and communication (Telephone, internet outside office hours)
- (iii) In City Transportation.
- (iv) The consultant will be responsible for arranging and paying for his accommodation and meals.

#### **8. QUALIFICATIONS OF THE CONSULTANT**

- (i) Master's Degree from a reputable university in procurement, business administration, engineering, economics or related fields. Certification in procurement from a recognized institution (e.g. CIPS) is preferred.
- (ii) Strong experience in power sector, including procurement and contract management of large contracts for Design, supply and installation of Plant. Experience in water sector will be an advantage.

- (iii) Strong experience and detailed knowledge of the World Bank latest procurement regulations for all main types of procurement: Goods, Works, Plant, Information Systems, Consulting and Non-consulting services.
- (iv) At least 8 years of proven successful procurement and contract management experience in the World Bank-funded projects in developing countries, including experience in Sub-Saharan Africa. Relevant experience with other multilateral banks (AfDB, ADB, etc) will be also considered. Experience in projects in small and fragile countries will be an advantage.
- (v) Strong experience in assessment of procurement-related risks, training, implementation of procurement systems in project implementation units.
- (vi) Strong experience in and understanding of international development business, including sensitivity to cultural issues, leadership, communication, negotiations, and project management skills.
- (vii) Fluent in English with excellent written and spoken skills.