

Terms Of Reference and Scope of Work

Procurement Specialist

1. BACKGROUND

The Republic of the Gambia is implementing ECOWAS Regional Access Project (ECOREAP) financed by the World Bank. National Water and Electricity Company (NAWEC) is Implementing Agency for ECOREAP. The main Project Development Objective to increase access to reliable electricity in the Republic of Guinea Bissau, the Republic of Mali and in Republic of The Gambia.

NAWEC has set up a Project Management Unit (PIU) to manage the implementation of the Project, including procurement of goods (equipment and materials), works, and selection of consultants for technical assistance. PU is also managing contract implementation to ensure effective and efficient compliance with the Financing Agreement. The largest one is a contract for Design, Supply and Installation for Electrification of Villages (the Contract). An experienced (National) Procurement Specialist (the Consultant) will be required to support the PIU in managing various aspects of procurement management in implementation of the Project in accordance with the World Bank Guidelines and Project legal documents and in coordination with an International Procurement and Contract Management Advisor.

2. OBJECTIVES

The objectives of the Consultant's services are to support the PIU in implementing procurement activities outlined in the Project and Financing Agreements and Procurement Plan.

3. SCOPE OF WORK

Procurement consultant will perform procurement activities according to the World Bank procurement Guidelines, project's agreed procurement arrangements and Procurement Plan. These activities include but are not limited to the following:

- (i) Preparing and publishing General and Specific Procurement Notices.
- (ii) Preparing bidding documents/request for proposals based on the WB's standard bidding documents /RFPs.
- (iii) Conducting proper communication with bidders, including drafting responses to bidders' queries.
- (iv) Establishing bid evaluation committee(s) under the PIU, preparing Bid/Proposal Evaluation Reports with recommendations for contract awards. It is envisaged that the Consultant will participate as a member of the Evaluation Committee(s).
- (v) Participation in negotiations, preparation, and finalization of contracts with the winning bidders/consultants.
- (vi) Ensure that the procurement is done in accordance with the WBPG, Project financing agreement and in coordination with the orders, rules and regulations issued by the Government of the Gambia.

- (vii) Managing procurement aspects of the ongoing contracts, including change orders and amendments.
- (viii) Timely submitting to the World Bank and obtaining all necessary approvals/no objection notices.
- (ix) Ensure that the World Bank's STEP system and the Contract Management module are updated and provides information.
- (x) Preparing relevant inputs into regular implementation progress reports by the PIU in part related to procurement.
- (xi) Other procurement-related activities, as may be requested, from time to time, by the Project Coordinator.

4. TIME AND DURATION OF SERVICES

1. The assignment **duration is** envisaged to be **one (1) year** starting from the contract agreement. The contract is renewable for the duration of the project based on the consultant's performance. A measure of this performance will be the 'task satisfaction rate' during the contract period.

5. MONTHLY FEES

The consultant will submit with the offer his/her monthly salary and benefits. The fees shall be inclusive of personal income tax and social charges payable in The Gambia. Consultant is entitled to 25-days' annual leave.

6. FACILITIES TO BE PROVIDED BY THE PMU

2. The following facilities will be provided by the client to the consultant free of charge.
- (i) Office Space: Office space with desk shall be provided in the client's office or as it may be agreed.
 - (ii) official Laptop
 - (iii) Office facilities: printing facilities, photocopying, copying paper writing materials etc.
 - (iv) Documents: all the documents and available data and information concerning the Project.
 - (v) Internet facilities within the office.
 - (vi) Business transport within the city for meetings, workshops, etc.
 - (vii) Any site visits that may be required will be arranged by the client.

7. FACILITIES TO BE PROVIDED BY THE CONSULTANT

- (i) Mobile phone and communication (Telephone, own internet outside office hours).
- (ii) In City Personal Transportation.
- (iii) The consultant will be responsible for arranging and paying for his/her accommodation and meals as part of his/her salary.

8. TERMS OF EMPLOYMENT

- (i) He/she will be an individual Consultant reporting to the Project Coordinator;
- (ii) This is a full-time individual Consultant position;
- (iii) He/she is expected to refrain from any situation that could put him/her in a conflict of interest regarding the mission assigned.

9. QUALIFICATIONS OF THE CONSULTANT

- (iv) Degree/ internationally recognised diploma/certificate in Procurement, engineering, business administration, Economics or related fields.
- (v) At least 5 years of working experience in the internationally financed projects in the West Africa region.
- (vi) Strong procurement experience under electricity power projects would be an advantage.
- (vii) Strong experience in selecting, evaluating and negotiating contracts awarded through international competitive selection process in accordance with the World Bank or similar procurement regulations.
- (viii) Experience with projects in the Gambia will be a strong advantage.
- (ix) Fluent in English with strong written and spoken skills.

10. APPLICATION PACKAGE

- Interested candidates must submit a file including:
 - A cover letter;
 - A curriculum vitae;
 - If necessary, certified copies of diplomas, certificates, and any other documents proving professional experience may be requested.

11. METHOD AND SELECTION PROCEDURE

"The Consultant will be selected according to the method of Selection of Individual Consultants, in accordance with the Procurement Regulations for Borrowers requesting financing for Investment Projects (FPI), July 2016 edition, last version (6th edition) dated February 2025, and in accordance with the criteria required under these terms of reference.

The selection will be made through a call for applications. The Specialist will be chosen, after no-objection clearance from the World Bank, based on their relevant qualifications and experience, and their ability to fully carry out the assignment.