



## **Procurement Specialist Terms of Reference**

**Project Name:** Enhancing Labor Mobility from Papua New Guinea (PNG) (ELMPNG)

**Position/Role:** Procurement Specialist

**Duration:** 145 days – Part time inputs from home and the field with several trips to PNG anticipated in the first 12 months of the assignment.

**Location:** Port Moresby, Project Management Unit (PMU)/ Labor Mobility Unit (LMU), Department of Treasury (DoT)

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### ***1. Background***

The Government of Papua New Guinea has received financing from The World Bank to commence implementation of a labour mobility project. The project objective is to strengthen government systems in Papua New Guinea that support workers and their households to benefit from overseas employment opportunities, with a focus on women and disadvantaged groups. The total funding envelope is US\$32 million.

The project has four interlinked components: (1) Strengthening systems and worker readiness to enhance benefits from overseas employment opportunities; (2) Enhancing equity in access to labour mobility opportunities for PNG workers; (3) Boosting household impacts from employment overseas; and (4) Project management and results monitoring. The project is projected to provide training to 20,000 beneficiaries (both departing workers and their household members) covering work readiness training, financial literacy training, and reintegration training. Some 5,000 low and semi-skilled workers are expected to gain access to formal sector employment as a result of the project activities. Meanwhile, the remittances received from workers abroad will provide benefits beyond the worker and household level to all participating communities.

The implementing agency for this project is the Department of Treasury (DoT), whilst the Labour Mobility Unit (LMU) within the DoT is set to undertake day-to-day implementation of the project. The LMU is the national unit tasked with administering labour mobility from PNG.

A Project Management Unit (PMU) to be located within the LMU will be established and maintained throughout the Project. This PMU will be responsible for the implementation, monitoring, and coordination of all project components. The PMU composition and resources will include, but not be limited to: (i) a Project Manager; (ii) Project Accountant; (iii) Procurement Specialist; (iv) Procurement Officer; (v) Social Risk & Welfare Specialist (vi) Monitoring and Evaluation Specialist; (vii) Gender/ GBV Specialist; (viii) Occupational Health & Safety Specialist; and (ix) a Labour Specialist.

This Terms of Reference is for the Procurement Specialist position of the Project Management Unit.



## **2. Objective of the Assignment**

The objective of the assignment is to support the DoT and LMU to undertake planned and approved procurement activities in a timely manner and in compliance with the procurement requirement of the World Bank (WB) and Government of Papua New Guinea (GoPNG), noting that WB requirements take precedence.

## **3. Key Tasks and Responsibilities**

The Procurement Specialist (PS) will be responsible for:

- planning the project procurement activities based on a practical strategy for project implementation, and ensuring that the WB Systematic Tracking of Exchanges in Procurement (STEP) system is kept up to date for all the approved procurement activities;
- guiding and supporting the management and implementation of all the procurement activities under the project following the applicable World Bank Procurement Regulations and as detailed in the Financing Agreement;
- providing procurement capacity building for project staff, particularly the Procurement Officer; and
- working with the DoT and LMU on a set of critical tasks, which are required in the startup of the project. This may include developing basic templates and procedures for the new project.

The Key Tasks for the Procurement Specialist include:

- Ensuring that all procurement is carried out in accordance with the legal agreement (Financing Agreement) and that the procurement arrangements are consistent with the Project Operations Manual (POM) and the Project Appraisal Document (PAD), which also included reference to the applicable World Bank Procurement Regulations and GoPNG approval procedures;
- Carrying out a supply market survey and analysis to determine the capacity and capability of the supply market (in particular the local supply market) to respond to the procurement activities identified for the Project
- Supporting periodic review and revision of the Project Procurement Strategy for Development (PPSD) document.
- Drafting the Project Procurement Manual (which will form part of the Project Operations Manual), including detailing of procedures and standard forms/templates to be used during implementation;
- Training: As part of the capacity building strategy on public procurement, the PS shall ensure that relevant project staff are trained on procurement procedures;
- Monitoring and reporting on the timely procurement and delivery of goods, works, and services in accordance with the project needs;
- In coordination with DoT, making sure that the Banks Standard Procurement Documents (SPDs) and/or the template documents detailed in the Procurement Implementation Guidance are used for all procurement activities;
- Contract management: Monitoring the implementation of contracts, and the performance of suppliers/contractors/consultants'/service providers in delivering the contracted goods,



services, and works (including taking action for non-performance). This should include maintaining a status report on all timelines, outputs, technical clearances, invoices and payments for each contract;

- Preparing contract amendments (including timely extensions where necessary), and assisting in the preparation of liquidated damages, warranty and insurance claims;
- assisting DoT in the preparation and issue of acceptance documents and certification for release of final payments;
- **Quality Assurance:** Establishing a quality assurance mechanism for all procurement to be carried out under the project. As a minimum, the PS shall formally scrutinize all contract award recommendations, via a written advice note, for procurement cost the equivalent to USD50,000 or more. The quality assurance mechanism (or standard operating procedures) shall be documented in the relevant project document (e.g. Procurement Manual);
- Monitoring the procurement plan and update it on a regular basis, and ensuring that all procurement is carried out in accordance with the approved procurement plan;
- **STEP:** Leading the adoption of STEP - Systematic Tracking of Exchanges in Procurement - an online system developed to help the World Bank and borrowers plan and track procurement activities under Bank-financed projects. (STEP transforms data into knowledge, speeds up the procurement process, and improves accountability and transparency – driving results for development. -- <http://www.worldbank.org/en/news/video/2015/05/13/step-procure-better-and-faster-to-achieve-results>); and
- **Filing:** To meet the filing requirements of the Government and World Bank, the PS should establish a filing system and keep all the information and documents for review and/or auditing. All the information and documents should be handed over to project at the completion of this contract with a detailed list of documents.

#### **4. Client Services – Obligation to provide Procurement Specialist**

The DoT LMU will provide office space, including office furniture, IT equipment, stationary and all related utilities for the PS.

The DoT LMU will support the PS by providing all the documents related to the Projects (e.g. Financing Agreement, Project Operational Manual, Aide Memoires, World Bank and GoPNG Procurement Regulations, etc.). Transportation to/from the office is the PS responsibility. All Costs related to the PS travelling outside of Port Moresby (if required) would be arranged and paid for by the DoT PMU.

#### **5. Duration**

The PS is a part time role and is expected to start in April 2023. The PS will provide on shore (field) and offshore (home) support for 145 days over a one (1) year period. This contract maybe extended, subject to an ongoing need, satisfactory performance and availability of funding. The Project closing date is June 30, 2027.

#### **6. Qualification and Experience**

The successful candidate would be expected to have the following qualifications and experience:



- An advanced degree (MA/MS/MBA) in a related discipline (engineering, procurement, law, finance, business administration, project management), or a degree in another relevant field with proven practical experience (minimum 5 years), or other relevant qualifications and considerable proven practical experience (minimum 10 years of recent and relevant procurement assignments);
- At least 10 years work experience in public procurement;
- Ideally with at least 5 years working experience in WB-funded procurement (or other similar financing institution);
- Work experience in a country similar to PNG would be an added advantage;
- Practical experience and proven track record in capacity building and experience with the Government of Papua New Guinea procurement requirements is desirable.
- Ability to communicate effectively, orally and in writing; and
- Possess a high degree of integrity and accountability in all aspects of project procurement (referees to be provided on request).