



Procurement Officer Draft Terms of Reference

Assignment: Procurement Officer, Enhancing Labour Mobility from PNG (ELMPNG) Project

Employer: Department of Treasury

Location: Port Moresby, Papua New Guinea

Duration: The Procurement Officer will be contractually engaged for a period of 3 years with an option to further extend the contract based on performance, an ongoing need, and availability of funding (contract duration must not extend the project closing date, currently June 30, 2027). A 6-month probation period applies.

Expected Start Date: June 2023

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 will report to the World Bank on a semiannual basis on the progress of the project implementation for each project activity. 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 Officer position of the Project Management Unit.



2. Objectives of the assignment

As a member of the PMU, the Procurement Officer (PO) is required to ensure that the procurement arrangements successfully deliver Value for Money (VfM) in achieving the Project Development Objective.

3. Scope of Services

To achieve the above objective, and under the supervision of the PMU Project Manager and with guidance from the Procurement Specialist, the PO is required to undertake any reasonable task to ensure the effective preparation and implementation of the ELMPNG Project, including the following:

- Updating the Project Procurement Strategy for Development (PPSD) as defined in the World Bank's *Procurement Regulations for Investment Project Financing (IPF) Borrowers*. Attention is to be given to the topic "Market Research". The PO is required to ensure that the market analysis develops and an appropriate understanding of the market sectors that have been identified as having the potential to bid for the goods, services, and/or works required for contracts within the Projects.
- Coordinating the preparation (or update, as needed) of the Procurement Plan. The plan is to be prepared or updated by utilizing the World Bank's system STEP - Systematic Tracking of Exchanges in Procurement system. Among other aspects, the PO shall ensure credible scheduling of all procurement activities.
- Preparing all the necessary and appropriate procurement documentation for goods, non-consulting services and consulting services. This includes, among others, Procurement Notices, Procurement Documents and Evaluation Reports and requests for clearance as needed (e.g. from the National Procurement Commission, Technical Financial Evaluation Committee, and from the World Bank).
- Ensure that all ELMPNG procurement complies with the World Bank procurement method thresholds and prior reviews thresholds as well as any related requirements of the GoPNG.
- Ensure that all procurement is carried out in accordance with the applicable World Bank Procurement Regulations (Regulations), as detailed in the legal agreement.
- Ensure that all procurement is also carried out in compliance with the requirements of the GoPNG to extent that they comply with the requirements outlined in the Regulations.
- Review technical specifications, refine Terms of Reference (TOR) and prepare Request for Proposals (RFP), quotation and bidding documents using World Bank Standard Procurement Documents (SPDs) for procurement activities subject to international competition, and the template procurement documents detailed in the World Bank Procurement Implementation Guidance [Making Procurement Work for Fragile and Small States in the Pacific] for all other activities.
- Transmit documents to the World Bank in a timely manner (through the Project Manager) for review and no objection, in accordance with Prior Review thresholds applicable for the Project at any given time and using the STEP system.
- Participate in/facilitate procurement processes.



- To the extent possible ensure that bidding documents are approved and issued in a timely manner and in line with the timeframes detailed in the approved procurement plan.
- With guidance from and as directed by the Project Manager (and in accordance with the Procurement Regulations), manage the advertising of procurement opportunities, related procurement correspondence, bid receipt, and bid opening in strict accordance with agreed and documented procedures.
- Monitor receipt of bids/proposals and ensure their safekeeping until bid/proposal opening.
- With guidance from and as directed by Project Manager, carry out public bid openings and draft minutes of these openings.
- Provide secretariat support to the Tender Evaluation Committee's (TEC).
- Prepare evaluation reports using World Bank standard template documents and as required, transmit the approved evaluation reports to the World Bank for review and no objection.
- Participate in contract negotiations and draft minutes of these negotiations.
- Prepare draft contracts using the approved templates.
- Provide contract management support as required by the Project Manager.
- Maintain and operate the established UYEP Procurement Records Management and Filing System for goods, consultancy and works.
- For all approved procurement activities ensure that the Procurement Roadmap in the STEP system is kept up to date to ensure that the accurate status of procurement implementation is tracked.
- Manage complaints received during the procurement process or contract implementation in accordance with the agreed and documented procedures.
- Provide contract management support as required by the Project Manager.

4. Work Arrangements

This position is located in Port Moresby and the successful applicant will be offered an initial 3-year contract with the possibility of a further extension.

The Procurement Officer is required to follow the Department of Treasury's standard working hours, but depending on business needs, may be requested to work extended hours. This role may require travel to target provinces and districts across Papua New Guinea.

5. Selection Criteria

Qualification

- Preferably with a bachelor's degree (BA) (with a major in a relevant discipline (e.g. Business Administration, Engineering, Commerce, Law)).

General Competencies



- Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues
- Strong oral and written communication skills and persuasiveness in presenting, discussing and resolving difficult issues.
- Ability to function effectively in multi-disciplinary teams within a matrix management environment

Essential Specialized Skills/Knowledge/Competencies

- five years' work experience in a procurement role which involves dealing with a wide range of stakeholders and organizations. Has considerable knowledge of business operations and/or the public procurement sector in PNG.
- Proven analytical and evaluative skills, including the ability to independently provide well researched analyses of key procurement issues and problems.
- Strong written and verbal communication skills with ability to prepare, present and discuss findings in written and oral form.

Desirable Specialized Skills/Knowledge/Competencies

- Knowledge and understanding of public procurement systems of PNG
- Knowledge and/or experience with World Bank or other donor financed investment projects.
- Formal procurement qualifications highly regarded.