



GOVERNMENT OF THE REPUBLIC OF MALAWI

PROJECT NAME: AGRICULTURAL DEVELOPMENT PROGRAMME- SUPPORT PROJECT

PROJECT ID : P105256
CREDIT No. : 44760 MAI

**IMPLEMENTING AGENCY: MINISTRY OF AGRICULTURE AND FOOD
SECURITY**

VACANCIES ANNOUNCEMENT (**Re-advertisement**)

TERMS OF REFERENCE

Background Information

The agriculture sector contributes to economic growth and development in Malawi. The Government of Malawi through the Ministry of Agriculture and Food Security (MoAFS) aims to integrate sectoral programs and investment in the agriculture sector under the Agricultural Development Programme (ADP). The Agriculture Development Programme Support Project (ADP-SP) contributes toward building the capacity and institutions necessary for the implementation of the ADP. The MoAFS now requires the services of a Senior Procurement Specialist to support these endeavors.

Position Title: Senior Procurement Specialist
Time Commitment: 100%
Accountable to: MOAFS Director of Finance and Administration
Counterpart: Chief Procurement Officer

Qualifications: The applicant shall have a Bachelor's Degree in Accounting or Finance or Administration or Economics or any other related field. Having a Masters degree would be an added advantage. He/she must have at least 10 years of working experience in executing procurement functions of which at least 7 years relate to donor funded projects. Must be fully proficient in application of the World Bank Procurement Procedures and Guidelines. This is an internationally recruited position.

Duration of assignment: Initial one year contract, subject to review after the first year, with possibility of extension dependent on performance.

Results: It is expected that, by working closely with his/her counterpart and ensuring that the counterpart is exposed to international procurement practices, that the technical assistant transfers his/her skills, and ultimately ensures that the counterpart is fully capacitated to perform the following duties in addition to those of his/her day-to-day Directorate responsibilities. Progress in this area will be the main criteria against which the performance of the technical assistant will be assessed.

Overall Project level objective for the post

The overall responsibilities of the Senior Procurement Specialist are on (i) to advise the senior management of MOAFS on all procurement aspects of the Agricultural Development Program Support Project (ADP-SP); and (b) under the guidance of MOAFS management, to be responsible for implementation and performance of the procurement functions to support ADP-SP activities. He/she will be responsible for implementation of ADP-SP related procurement activities within MOAFS, coordination of all ADP-SP related procurement activities for ADDs, Research Stations and District Agricultural Development Offices (DADO). He/she will also be responsible for capacity building of procurement skills in the MOAFS, ADDs, Research Stations and District Agricultural Development Offices (DADOs). He will work as a team with the Procurement Specialist and Procurement Unit of the Ministry.

Tasks:

1. Carry out a detailed assessment of the procurement capacities in the MOAFS, ADDs, Research Stations and District Agricultural Development Offices (DADO). In consultation with MOAFS and all key stakeholders, prepare a capacity building plan for upgrading procurement skills.
2. Using the World Bank's Standard Bidding Documents, prepare ADP-SP project customized bidding documents and request for proposals (RFP). This should include customized NCB documents and standardized forms to be used for shopping methods.
3. Coordinate and conduct procurement training workshops for use of different procurement methods provided in the Credit and Grant Agreements.
4. In consultation with key implementing agencies, prepare and update the ADP-SP project's annual procurement plan.
5. Establish a simplified Procurement Tracking System for MOAFS for monitoring of the ADP-SP and ADP procurement activities.

6. Update the General Procurement Notices (GPN) annually, and Specific Procurement Notices (SPN), and Expression of Interests (EOI) for the ADP-SP when required.
7. Establish a register of qualified suppliers and consultants and periodically update based on responses received to the MOAFS advertisements and consultant requests;
8. In consultation with technical officers of the Ministry, coordinate the preparation of Terms of Reference and Specifications for the procurement activities under the ADP-SP.
9. Initiate the procurement process, and participate in the selection of the short lists and pre-qualification of suppliers where necessary. Coordinate the response to inquiries, and communicate the results of the evaluation process to the applicants.
10. Prepare Bidding Documents and RFPs and issue the documents to the respective bidders and consultants.
11. In cases of procurement actions requiring World Bank's "no objection", coordinate the dispatch of procurement documents to the World Bank, and monitor World Bank response time on issuing "no objections" at different levels of the procurement process, and follow-up accordingly.
12. Monitor and ensure timely responses to procurement questions raised by the World Bank. Follow-up with the short listed consultants within 10 days of RFP dispatch to ensure their participation in the procurement exercise.
13. Participate in selection of the evaluation committees and assume the role of advisor to the evaluation committees. Assist in drafting "no objection" letters.
14. Assist in coordinating arrangements for the negotiation process, where necessary. Prepare the final contracts, and ensure timely distribution of all relevant procurement and contract documents to relevant stakeholders
15. Ensure timely receipt of the goods and consultant's monthly status reports. Track and monitor the ordering process, and ensure that the requests and deliveries are within the contract terms and conditions.
16. Establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system.
17. Establish a central procurement filing system, and ensure all related documents are included in the respective files.

18. Coordinate preparation of post procurement reviews by the World Bank and participate in World Bank supervision missions
19. Liaise with Office of Director of Public Procurement on project procurement and any issues affecting procurement in the ADP-SP project.
20. Carry out any other periodic duties that may be assigned by the responsible director.

REPORTING

The Senior Procurement Specialist will report to the Directorate of Finance and Administration. He/she will work closely with Procurement Unit and other technical officers responsible for the ADP-SP project activities. The Senior Procurement Specialist and Procurement Specialist will work together to prepare and submit the following reports and documents during his/her tenure of contract:

Customized bidding document for both ICB and NCB	End of Month 1
Capacity Assessment and Building Plan	End of Month 3
Progress report on capacity building and implementation	quarterly
Updated Procurement Plan	Annually
Annual capacity Assessment of CSOs	Annually
End of term and handover report	Three months before contract end

Method of Application

All interested and eligible candidates may submit their written applications together with their detailed curriculum vitae (CVs) and supporting qualification documents, including names of three traceable referees to the following address:

**The Secretary for Agriculture and Food Security,
P.O. Box 30134,
Lilongwe 3,
Malawi.**
(Attention: The Controller of Human Resource Management and Development)
Fax: (265) 1 789 980
e-mail: wwwshad@yahoo.co.uk

Please take note that the closing date for receiving applications is 18th September, 2009. All those who submitted their applications during the first advertisement need not to reapply.