**Request for Expressions of Interest**

**(INDIVIDUAL CONSULTING SERVICES)**

**Procurement Specialist**

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| Project Name | Pacific Strengthening Correspondent Banking Relationships Project |
| Project Number | P502591  <https://projects.worldbank.org/en/projects-operations/project-detail/P502591> |
| Activity and Reference Number (STEP) | PROCUREMENT SPECIALIST  FJ-PIFS-457848-CS-INDV |
| Implementing Agency Names | Pacific Islands Forum Secretariat |
| Country | Fiji |

1. **The Pacific Island Forum Secretariat (PIFS)** and seven pacific island member countries (Fiji, Kiribati, Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) have received financing (grants and credits) from the World Bank (WB) Group’s International Development Association (IDA) towards the **“Pacific Strengthening Correspondent Banking Relationships Project” (the Project**) and will apply part of these proceeds to the contract below for Consulting Services. The PIFs will act as the Implementing Agency for the regional project.
2. The Consulting Services (“the Services”) require a Procurement Specialist to be based in the Project Management Unit (PMU), to manage the full range of procurement activities (procurement of goods/non consulting services and consultant services) under the Project in line with WB procurement procedures of the project and as detailed in the Project Operations Manual (POM), during the project cycle from effectiveness through implementation to completion. The assignment will comprise, amongst others 1) Preparation of procurement documents such as Request for Expression of Interest (REOI), Special Procurement Notice (SPN), Request for Proposal (RFP), Request for Bid (RFB), Bid/Proposal Evaluation Reports, Contract Agreements, etc. for goods, consultants and non-consultant services in accordance with the schedule in the procurement plan and WB Procurement Regulations, and submit to the correct approving parties for clearance, 2). Management of real-time procurement reporting using the World Bank system- Systematic Tracking of Exchanges in Procurement (STEP). This applies to all stages of the procurement roadmap as described in STEP, 3) management and co-ordination of all procurement activities with the Project Co-ordinator and 4) reporting obligations as further explained in the Terms of reference. The services will be required (initially for three (3) years with a possibility of a further three-year extension based upon satisfactory performance and project needs. The consultant will be based at the PIFS PMU Suva Office in Fiji.
3. PIFS seeks an experienced individual with the following qualifications: a) A bachelor’s degree in finance, business administration or in a related field and from a recognised university, agreed by the Selection Panel. b) A minimum of 8 years of relevant work experience in procurement, including previous experience working with projects funded by multilateral development banks. c) Experience working in the Pacific or small islands developing states. d) Previous demonstrable experience in Capacity Building, Training, workshop presentations in Procurement.
4. **PIFS,** on behalf of the participating member countries, now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae and a cover letter with description of experience in similar assignments, similar conditions, etc.).
5. Firms’ staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process.
6. The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers, dated September 2023 (“the Regulations”), setting forth the World Bank’s policy on conflict of interest. A Consultant will be selected in accordance with the individual consultant selection method set out in the World Bank Consultant Guidelines, Pacific Focus September 2023.
7. The detailed Terms of Reference (TOR) for the assignment is attached below and provides details of the scope of the services required along with specific deliverables expected. Further information can be obtained at the address below during office hours [insert office hours if applicable, i.e., 0900 to 1700 hours]. The TOR can also be found at [www.tenders.net/forumsec](http://www.tenders.net/forumsec)
8. Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) no later than 17:00 hours (Fiji Time) on Monday 25th November 2024
9. Address for Enquiries and Submission of EOIs

Pacific Islands Forum Secretariat

Attn: Rodney Kirarock, Program Officer/Timaima Qeranatabua, Procurement Officer

Private Mail Bag, Suva

PO Box 856, Suva, Fiji.

Tel: 679-3312600

E-mail: <mailto:rodneyk@forumsec.org> /mailto: [timaimaq@forumsec.org](mailto:timaimaq@forumsec.org)

**TERMS OF REFERENCE**

**CONSULTING SERVICES – INDIVIDUAL SELECTION**

**PROCUREMENT SPECIALIST**

1. Project Overview

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| **Project Overview** | |
| **Project Name** | Pacific Strengthening Correspondent Banking Relationships Project |
| **Activity Reference Number (STEP)** | FJ-PIFS-457848-CS-INDV |
| **Position Title** | Procurement Specialist |
| **Location of role** | The position will be based at the Project PMU Office in PIFS, Suva, Fiji. |
| **Implementing Agency** | Pacific Islands Forum Secretariat (PIFS)  https://forumsec.org/ |
| **Duration of Assignment** | Initial three year contract with a possible performance based extension of a further three years and based on project needs |
| **Agency Description** | The Pacific Islands Forum was established to bring together the region to address pressing issues and challenges, and foster collaboration and cooperation in the pursuit of shared goals. PIF’s mandate is to strengthen cooperation and integration in the Pacific region through the pooling of regional governance, resources and the alignment of policies, furthering Forum members shared goals of economic growth, sustainable development, good governance and security. Founded in 1971, it comprises 18 members: Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu. The PIFS is a vital platform for Leaders to convene, engage in discussions and agree on policies that will benefit the people of the region. |
| **Participating Countries** | The Pacific Island Countries (PICs) participating in the regional project comprise Fiji, Kiribati, the Marshall Islands, Samoa, Tonga, Tuvalu, and Vanuatu |
| **Overall Project Objective** | The Project development Objective is to enable continuous access to correspondent banking services in the participating Pacific Island Countries |
| **Project Length** | August 2024 to September 30, 2030 |

1. Project Background

**The Pacific Island Forum Secretariat (PIFS)** and seven pacific island member countries (Fiji, Kiribati, Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) have received financing (grants and credits) from the World Bank (WB) Group’s International Development Association (IDA) towards the **“Pacific Strengthening Correspondent Banking Relationships Project” (the Project**) which include diverse island economies facing similar correspondent banking relationship (CBR) challenges. PICs range in size and topography **–** from small island states such as Samoa, with two principal inhabited volcanic islands, to large archipelagos such as the Republic of the Marshall Islands (RMI), with 29 atolls spread over 2 million km2 of ocean. Population sizes vary from 11,300 people in Tuvalu to 930,000 people in Fiji.

Financial systems in PICs are characterized by low levels of financial access and an uneven developmentof national payment systems**.** Commercial banks, both domestically owned and multinational, dominate the financial sector in all PICs. In several PICs, much of the population lacks access to basic transaction accounts, limiting households and businesses’ ability to send and receive payments, save, invest, and respond to climatic and economic shocks. The financial market infrastructure is underdeveloped in part due to limited competition and lack of economies of scale. The level of national payment system development is uneven across PICs, and regional efforts to improve the efficiency of cross-border payments are limited in scale and scope.

The project will have two components: (1) Temporary correspondent banking services, and (2) Enabling environment and regulatory harmonization. The Project will be implemented by a project management Unit (PMU) within the PIFS, with strategic project oversight provided by a Project Steering Committee (PSC) comprised of representatives of participating Pacific Finance Ministers**.**

While the PMU will be responsible for day-to-day project activities, it will need to ensure close collaboration and coordination with participating Ministries of Finance, which will be responsible for the oversight of project activities and the approval of work plans through the PSC. Comprising of Secretaries of Finance or other officials from the participating PICs finance ministries and the PIFS Director, the PSC will meet on a quarterly basis and be responsible for the approval of key project activities as needed. The PSC will report to Pacific Finance Ministers annually at the Forum Economic Minister Meeting (FEMM) to ensure that strategic guidance and orientation are provided over the project activities.

At the technical level, each participating PIC will be required to nominate a competent official responsible for project coordination at the national level, who will be designated as the point of contact with the PMU and the World Bank team. The competent government official in each PIC will be complemented by a country-based PMU focal point recruited through the PMU and responsible for the coordination of service delivery at the individual country-level.

The PIFS is seeking a qualified and experienced **Procurement Specialist** to be based in Suva, Fiji. Selection of the position will be undertaken by PIFS in accordance with the World Bank’s ‘Procurement Regulations for IPF Borrowers’ (Procurement Regulations), fifth edition, September 2023, and as amended over time.

1. Objective of the Position

The main objective of the PS would be to manage the full range of procurement activities (procurement of goods/non consulting services and consultant services) under the Project in line with WB procurement procedures of the project and as detailed in the POM, during the project cycle from effectiveness through implementation to completion. The PS will be required to work autonomously and to monitor the whole procurement process including contract administration and to manage record keeping and compliance documentation through the World Bank system - Systematic Tracking of Exchanges in Procurement (STEP). Where applicable, the PS will assist and support the Project Management Unit (PMU) PC in all procurement matters

The PS will be funded by the project and will work closely with and report to the Project Coordinator (PC) to undertake the Scope of Services listed below

1. Scope of Services

The responsibilities of the selected PS will be as follows:

1. Management of real-time procurement reporting using the World Bank system- Systematic Tracking of Exchanges in Procurement (STEP). This applies to all stages of the procurement roadmap as described in STEP
2. Ensure the correct approvals and NO Objections as defined in the PPSD Procurement Plan for Prior Review are achieved in a timely manner
3. Assist the PMU at all stages of project procurement to ensure that the correct procedures are followed;
4. Report to the Project Coordinator of PMU for all activities /work related to procurement under the PMU;
5. Liaise with PIFS, PICs and all focal point persons with respect to any related procurement activities;
6. Attend Procurement Committee Meetings and obtain necessary approval for procurements;
7. Assist in preparing the procurement plan for the Project and provide regular updates for PMU approval and for submission to the WB for review;
8. Assist PMU in maintaining an effective monitoring recording system on procurement process, information and recording for document keeping (electronic file keeping); and use the WB’s systematic tracking of exchanges in procurement (STEP);
9. Support PMU in developing an action plan to strengthen transparency and accountability in the procurement process (including complaint-handling mechanism, integrity pacts and sanctions procedures as per procurement rules of the PIFS and WB’s Procurement Regulations) and also work with relevant divisions, if relevant, to enhance and ensure systematic disclosure of procurement related documents in the PMU/PIFS website;
10. Regularly upload procurement documents into STEP for WB’s review and process related documentation on time; solve related problems with WB technical staff; print out procurement documents for the Projects’ staff and management;
11. Assist in implementing the Project Procurement Strategy for Development (PPSD);
12. Preparation of procurement documents such as Request for Expression of Interest (REOI), Special Procurement Notice (SPN), Request for Proposal (RFP), Request for Bid (RFB), Bid/Proposal Evaluation Reports, Contract Agreements, etc. for goods, consultants and non-consultant services in accordance with the schedule in the procurement plan and WB Procurement Regulations, and submit to the correct approving parties for clearance;
13. Support PMU in facilitating and oversighting all evaluations and negotiations as required during the procurement process;
14. Liaise with the WB for obtaining clearance on procurement activities;
15. Consult with the project team/accountant to ensure adequate annual budget allocations for project activities;
16. Assist the project team to prepare regular implementation status reports as required by the POM, Project Steering Committee, PMU, PFIS and WB;
17. Provide inputs in updating the Project Operations Manual and other project documents as required;
18. Build up capacity of the PMU/PIFS staff on procurement as required, including via hands-on training and formal training as requested; and
19. Specific Contract Deliverables

The Procurement Specialist will be on probation for the first six months of the assignment. A performance evaluation will be undertaken per the relevant deliverables listed below.

| **Item** | **Key Deliverables** | **Timing** |
| --- | --- | --- |
| ***Procurement Planning*** | |  |
| 1 | Development of the project annual procurement plan, including the realistic timing and scheduling of all activities and procurement milestones in line with the PPSD, Project Operations Manual and the Project Budget. | Ongoing |
| 2 | Consultation with the PC and Stakeholders for agreement to Procurement Plan. Monitoring commencement of activities and milestones due on the Procurement Plan | As required |
| 3 | Submission of the Procurement Plan for approval by the World Bank via the online system “Systematic Tracking of Exchanges in Procurement” (STEP), of the Procurement Plan and any updates | As required |
| 4 | Responsible for the establishment and maintenance of the procurement plan in the online system, Systematic Tracking of Exchanges in Procurement (STEP) and update as necessary. refer to: <http://www.worldbank.org/en/news/video/2015/05/13/step-procure-better-and-faster-to-achieve-results>. | Ongoing |
| 5 | Ensure appropriate clearance processes from relevant government agencies and/or the WB task team for all procurement related activities | Ongoing |
| ***Procurement of Goods, Works and Services/Non-Consulting Services*** | |  |
| 6 | For each of the component activities scheduled on the cleared Procurement Plan preparation of all documents related to Procurement, based on the inputs provided by the technical specialists, and under the supervision of the PC | Ongoing |
| 7 | Ensure the timeliness of procurement processing, including getting key documents (such as TORs, RFPs and bidding/procurement documents) approved and issued in a timely manner according to the approved Procurement Plan. This includes advertising, receiving bids/proposals, drafting no objection request and justifications, organizing evaluation committees and publishing results of tender processes as required | Ongoing |
| 8 | Undertake updated market research to confirm or refute any changes to the marketplace and the method of selection as determined in the PPSD | As required |
| ***Reporting and Stakeholders*** | |  |
| 9 | Provide a detailed procurement status report for inclusion into the project Progress Reports, for submission to the World Bank and the Project Steering Committee | Ongoing |
| 10 | Provide to the PC, monthly and quarterly reporting on the progress of project procurement activities | Ongoing |
| 11 | Establish a soft copy filing system of the entire procurement process as required by both the government, the World Bank, and auditors. If delegated to a junior procurement system, oversight and manage. | Ongoing, daily |
| 12 | Establish and maintain a Supplier/Contractor/Consultant database, including performance reviews of the same.  Development of a Contracts/Contractor Register inclusive of milestones and payments/invoices and contractor performance. | Monthly |
| 13 | Ensure contract awards are publicly disclosed in compliance with applicable procurement regulations | Ongoing |
| ***General Procurement Activities*** | |  |
| 14 | Prepare purchase orders, contract awards, and agreements for signature, ensuring all necessary documents are included | Ongoing |
| 15 | Check invoices to ensure correct price, follow through to ensure that goods ordered have been received, examine the condition of the goods received (for procurement of Goods | Ongoing |
| 16 | Stay informed about any new government regulations or World Bank regulations affecting project procurement | As required |
| 17 | Attend meetings and missions as required | Ongoing |
| 18 | Training and development of procurement staff | Bi-Annuallly |

1. Reporting Obligations

The PS will work closely with and report to the PC

1. Institutional Arrangements and Performance Indicators

This is a full-time work assignment at the PMU housed within the PIFS office in Suva, Fiji. The services of the Procurement Specialist is required for a period of six years, however a a contract will be signed initially for three years with a three year renewal based on the satisfactory performance of the consultant. The Procurement Specialist’s services shall be subject to an intial performance evlauation six months after mobilisation and thereon annually. Performance evaluation shall be the basis for the extension or termination of the services.

Facilities such as office space, intercom telephone facilities, personal computers, printing facilities, Internet access and stationery will be provided.

1. Performance Indicators

The following performance indicators shall be used for performance assessment:

1. Positive progress and good performance of the entrusted procurement activities, as per procurement plan and TOR;
2. Timely production of accurate procurement reports and procurement documents as stipulated in the POM and/or as required by Project Management;
3. Positive evaluation of performance by PMU and WB during prior and ex-post review;
4. Timely monitoring, tracking and follow-up of the project procurement plan;
5. Regular update and download of documents through STEP, to avoid delays on procurement implementation;
6. Efficient teamwork and coordination of procurement activities;
7. Support in implementing the capacity building agenda related to Procurement activities of PIFs if required; and
8. Accurate and regularly updated procurement filing system, in both hard and soft copies.
9. Confidentiality and Conflict of Interest

The Procurement Specialist undertakes to comply with PIF’s and WB’s policies and rules regarding anti-corruption and prevention of fraudulent practices, conflict of interest and confidentiality. The Procurement Specialist shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the PIFS. Any draft reports and other documents produced by the consultant will be discussed and cleared with the PIFS before their final issue. {A non-disclosure agreement (NDA} will be signed between the PIFS and the selected candidate to be attached to the contract}.

1. Evaluation Requirements

This section details the basis upon which selection of the successful candidate will be based.

**Mandatory Criteria –** These criteria **must** be met in order to be considered for this contract.

| **Mandatory Criteria** | **Description** | **Evaluation** |
| --- | --- | --- |
| **Education** | A bachelor’s degree in finance, business administration or in a related field and from a recognised university, agreed by the Selection Panel. | Pass or Fail |
| **Experience** | A minimum of 8 years of relevant work experience in procurement for the public sector or for projects funded by multilateral development banks or NGOs. | Pass or Fail |

**Scoring Criteria –** These criteria are requirements or qualities that are not mandatory but would be considered beneficial if they are met and will be assigned scores. Applicants must detail, previous positions which support the criteria claimed the experience. Supporting documentation should be provided where necessary.

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| **Evaluated Criteria** |
| Previous recent working experience with Donor funded procurement guidelines and bidding Documents. |
| Public procurement qualification or specialized professional training such as CIPS, ADB or World Bank or other recognised Procurement training qualification is an advantage. |
| Experience working in the Pacific or small islands developing states |
| Excellent analytical and presentation skills |
| High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word, and Power Point) |
| Previous demonstrable experience in Capacity Building, Training , workshop presentations in Procurement |
| Excellent report writing and fluency of both spoken and written English is required |

1. Selection Process

Applicants will be assessed on their Resume as submitted and any supporting documentation. Applicants who do not pass **Mandatory criteria** requirement will not be evaluated further. Applicants passing mandatory criteria requirements will be assigned points on presented **scoring criteria**.

The Evaluation committee reserves the right to interview any candidates. A minimum of two professional references should be provided. The Project values individuality and celebrates difference with a strong commitment to diversity, equality, racial equity, gender, and disability inclusion and strongly encourages people from culturally and diverse communities to apply for this position.