

# **Agricultural Production and Industrialization Program (OSAPIP)**

## **TERMS OF REFERENCE FOR PROCUREMENT SPECIALIST IN THE PCU Ogun State Government Ministry of Budget and Planning**

Job Title: PROCUREMENT SPECIALIST for PCU  
Job Grade: Consultant  
Location: Ogun State Secretariat, Abeokuta Ogun State  
Report to: Honourable Commissioner Ministry of Budget and  
Planning

### **1. Background**

Ogun State (OG) has recorded significant progress across various sectors in the current administration. There is however a need to plan for the medium to longer term, to ensure the achievements recorded are sustainable and to prepare adequately for the future. The Government has prepared a State Development Plan underpinned by strategies to achieve sustainable development in five key sectors – also referred to as the five cardinal programmes or objectives. This plan recognizes the need for the State to invest in the welfare of its citizens, but also recognizes the importance of economic growth and increased resources available for this purpose. There are therefore two main themes to the plan, firstly, a focus on improving the economic base of the State, and secondly a focus on improving the quality of lives through better access to social services (education and healthcare in particular). Ogun state has always been cognizant of the need for an enabling and investor friendly environment that is able to attract capital and foster economic growth. The investments into creating such an environment are recognized within this strategic plan, along with a clear intention to build on and consolidate progress achieved to date.

To improve and strengthen the economic impact on citizens in the state the government is in the process of applying for funding support from the World Bank, still at preparation stage, part of which will be applied for technical assistance in the implementation of the proposed project.

The State Government is desirous to institutionalize a public procurement that is efficient and effective and that supports value for money in the utilization of public resources. To this end the State government is

implementing its public procurement law, including establishment of the regulatory framework.

Therefore, Ogun State Government intends to engage the services of an individual consultant to be responsible for the facilitation and implementation of the **Agricultural Production and Industrialization Program Procurement.**

## **2. Specific Tasks of Procurement Specialist**

This TOR is for the position of Project Procurement Specialist. S/He will support the program management unit through advisory functions and development of Procedural Standard of Operation on the government's procurement process and administrative rules for the project budget, which is classified as an external budget.

Deliverables will include the Standard Operation Procedures for the Programs procurement. The procurement standard operation includes relevant process with budgeting, disbursement and auditing.

**The Procurement Specialist would carry out the following specific tasks without them being exhaustive:**

- Provide technical assistance to the project in the procurement of goods, works and/or hiring of consultants, using appropriate scheduling, methodology, documentation, staffing and execution of all activities necessary for efficient and effective service delivery.
- Interpret and implement all procurement matters as contained in the Development Credit Agreement (DCA), Procurement Manual (PM) and other project documents. He/she will have to carry the Project's procurement Officers along in performing these functions.
- Coordinate the finalization of solicitation documents including evaluation factors consistent with each project's requirements, using appropriate performance specifications.
- Handhold the procurement Officer in the PMU and other implementing agencies in procurement processes and transfer to them skills that will enable them to carry out their procurement functions with little or no supervision.

- Assist in preparation and participate in the delivery of procurement training for Project staff to enable them to perform optimally in their assigned functions.
- Support the PMU Procurement Officer in his/her daily tasks.
- Actively participate and provide technical support in meetings that are aimed at reviewing the status of the Project, including procurement implementation.
- Carrying out the assignment in accordance with the highest standard of professionalism and ethics and with integrity having due regards to the nature and purpose of the assignment.
- Undertake any other task or responsibility required to achieve the project objectives or as the Program Coordinator may assign from time to time.
- Implement a database of service providers and ensure that it is updated from time to time and develop management statistics to measure the level of participation in procurement opportunities in the state.
- Produce quarterly reports on the market situation and suppliers' performance.
- Assist in managing claims and litigations arising from procurement.

### **3. Reporting Relationships**

The Honourable Commissioner, Ministry of Budget and Planning shall have overall supervision for the assignment while the Program Coordinator shall manage all administration-related issues for the assignment.

### **4. Qualifications and Experience**

The Procurement Expert should have the following qualifications and experience:

- A minimum of first degree in Business Administration, Economics, Engineering, Public Procurement, Public Policy, or other related

fields, post graduate training in procurement or related subject, or equivalent by experience;

- Good knowledge of standard procurement methods and. Specific knowledge and experience in World Bank, DFID, or AfDB procurement procedures will be a distinct advantage;
- Minimum Ten (10) years relevant working experience, of which five years continuous experience is in procurement management at senior level;
- Knowledge of AfDB and World Bank Guidelines as well as Ogun State Govt procurement procedures and documentation will be an added advantage;
- Experience in training, capacity building and setting up procurement systems in a new organisation will be a distinct advantage;
- Computer literacy and competence, Microsoft Word, Excel, Access, Power Point;
- Proven ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- Fluency in written and spoken English.
- Excellent analytical skills and report writing.

#### **5. Other Requirements:**

- Excellent planning, organising and writing skills;
- Strong management skills, particularly ability to provide strategic direction and technical supervision,
- Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships;
- Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment;
- Excellent coordination and negotiation skills;
- Excellent organizational and recordkeeping skills;
- Experience in dealing with senior business executives and government officials;
- Good team player while being independent and able to work autonomously

## **6. Duration and Payment Terms**

Contract duration will initially be Eighteen (18) months with a possibility of an extension based on performance and business need. The Procurement expert will be reimbursed monthly based on acceptable reports.

## **7. Reporting**

- A monthly report, clarifying types of procurement activities undertaken and procedures adopted, trainings conducted and other administrative activities undertaken
- Details of official procurement documents submitted for the Project Director's consideration and approval and records of official documents placed in records storage and archival system.
- Standard Operation Procedures (SOP) of the procurement in action of the month.

## **8. Procurement Procedure**

The procurement procedure to be followed in the selection of the Individual Consultant shall be The World Bank Procurement Regulations for IPF Borrowers, July 2016, revised November 2017.

## **9. Application Information**

Resumes and Financial Proposals to be delivered to OgunP4R@ogunstate.gov.ng by 2<sup>nd</sup> August 2018.