

## **Strengthening Fiscal Governance Project (SFG1)**

### **Terms of Reference**

### **Procurement Officer**

**"Proc. Ref #: IC- 003"**

## **1. Project Background**

The Ministry of Finance is implementing a new project under the title of “Strengthening Fiscal Governance”, for a continuous support to Public Financial Management (PFM) reforms in Lebanon. The project is funded through a loan by the International Bank of Reconstruction and Development (IBRD). The implementation period will cover FY17 – FY22. The development objective of “Strengthening Fiscal Governance” Project (SFG1) is to improve fiscal policy analysis, budget transparency, and effective cash management, enhancing public debt management, reviewing and expending MoF e-services, and reforming public procurement.

The project provides technical support to the Ministry of Finance in four main areas:

- Component One: ***“Functional Review of the Ministry of Finance and Capacity Building”*** has four sub-components as follows:
  - 1.1- Reviewing the Functions of the MoF-DG Finance
  - 1.2- Strengthening Capacity Building at MoF-DG Finance
  - 1.3- Implementing the Learning Plan
  - 1.4- Project Management and Reform Coordination
- Component Two: ***“Macro-Fiscal Analysis and Budget Management”*** has three sub-components as follows:
  - 2.1- Enhancing Macro-Fiscal Analysis Capacity
  - 2.2- Publishing and Implementing Budget Preparation Guidelines
  - 2.3- Improving Citizen Access to Budget Information.
- Component Three: ***“Strengthening Accounting, Cash Management and Public Debt Management”*** has three sub-components as follows:
  - 3.1- Strengthening Accounting and Financial Reporting
  - 3.2- Making Cash Management more Effective
  - 3.3- Enhancing Public Debt Management
- Component Four: ***“Developing Internal Audit, MoF E-Services and Public Procurement”*** has three sub-components as follows:

- 4.1- Developing Internal Audit
- 4.2- Reviewing and Expanding MoF E-Services
- 4.3- Reforming Public Procurement

The Ministry of Finance, as the loan recipient, is the primary responsible for overseeing project implementation and ensuring the Bank's guidelines and procedures are adhered to (primarily fiduciary aspects (procurement management, financial management, monitoring and evaluation (M&E), and reporting to the World Bank and other relevant agencies. To facilitate this day-to-day Project implementation, a dedicated Project Management Unit (PMU) has been established within the Directorate General of Finance (DGF). The legally binding terms and conditions of the SFG1 Loan are in the legal Agreement.

## **2. Scope of Work**

The Procurement Officer will be responsible of the following:

- Assist in managing the project procurement through implementing all policies and procedures related to procurement activities and ensuring that Bank procurement guidelines are followed in all transactions;
- Develop procurement tools, such as standard format for Terms of Reference, Technical Specifications, customized contracts for staff and other individual consultants;
- Undertake necessary advertisement on annual and periodic basis;
- Support in the implementation of procurement activities, such as assisting/reviewing technical specifications for goods and terms of reference for consulting services; preparing bidding documents; writing evaluation reports; providing necessary assistance and tools for conducting evaluation processes; etc.
- Conduct market research and update price lists in respect of relevant equipment;
- Develop and maintain a data base of suppliers and consultants to include their contacts, areas of expertise, relevance to project components. A cross reference system would be necessary to facilitate identification of filed supporting documents and Curricula Vitae;
- Maintain a coherent filing system to include procurement preparation and contract management, correspondence, claims, reports, etc.
- Ensure that all Consultants' deliverables are properly filed and referenced;
- Develop tools for capturing procurement data and identify progress towards the achievement of procurement schedules;
- Monitor procurement processing in close collaboration with the Financial Officer and maintain a realistic planning allowing proper budgeting; and,
- Undertake other procurement-related duties, as required by the Project Manager.
- ensuring timely management of STEP related activities and proper filing of all procurement documents in the system and ensuring getting Bank no objections through it, when pertinent

### **3. Period of Performance**

The contract period will end on December 31, 2020 – "renewable"

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

The incumbent will have the following qualifications and experience profile:

#### **EDUCATION**

- University Degree with a major in relevant discipline (e.g. Engineering, Procurement, Finance, Business or Commerce or any related field).

#### **KNOWLEDGE AND EXPERIENCE**

- At least three years of experience as procurement officer or responsibilities with a substantial content in the procurement area;
- Good knowledge of all concepts and principles of and approaches to international procurement is an advantage;
- Preferably with knowledge of the public sector in Lebanon and its overall structure and policy objectives;
- Preferably experience in internationally funded projects.

#### **SKILLS AND ABILITIES**

- Demonstrated ability to perform smoothly and efficiently in a team-based environment;
- Demonstrated ability to motivate and promote collaboration among diverse team members;
- Demonstrated problem-solving and negotiating skills with ability to balance project objectives and procurement requirements with client needs;
- Strong communication skills, both orally and writing, in English and Arabic;
- Demonstrated competence in the use of Microsoft Office and project planning software.