

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)**

Republic of Marshall Islands
Pacific Islands Regional Oceanscape Program (PROP)
Grant No.IDA-DO170

Assignment Title: DEPUTY PROJECT COORDINATOR
Reference No.: MH-MIMRA-82844-CS-INDV

The Government of Republic of the Marshall Islands has received financing from the World Bank toward the cost of Pacific Islands Regional Oceanscape Program (PROP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the Deputy Project Coordinator who will support the preparation and implementation of the Project. The assignment is expected to start as soon as practical but not later than May 2019. The detailed scope of services is indicated in the attached TOR.

The Marshall Islands Marine Resources Authority (MIMRA) 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 (to attach cover letter and curriculum vitae with description of experience in similar assignments, similar conditions, etc.). The criteria for selecting the Consultant are:

Mandatory

- Post-graduate degree (an advanced degree with a major in a relevant discipline (e.g. Procurement, Business, Engineering or Law),
- At least 10 years of experience in procurement, 5 years of which is direct project management involvement with projects financed by international financing agencies (such as the World Bank, ADB, and other multi-lateral development Banks
- Good knowledge and experience of the World Bank procurement guidelines/regulations, procedures, and reporting
- Ability to function effectively in multi-disciplinary teams. ‘
- Strong communication skills and persuasiveness in presenting, negotiating and resolving complex issues, both orally and in writing.
- Ability to deal sensitively in multi-cultural environments and build effective working relations with clients and colleagues.

Desirable

- Experience in the North Pacific
- Knowledge of the fisheries sector in the North Pacific

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers, July 2016 (“the Regulations”), setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below during office hours 0900 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by e-mail) by 12 April 2019. The email subject line should state: "Deputy Project Coordinator - full name of the candidate".

PROP Project Coordinator
Email: yolanda.elanzo@gmail.com
Phone No. +692625 8262/5632

Republic of the Marshall Islands
Marshall Islands Marine Resources Authority
Terms of Reference
Individual Consultant

Title:	Deputy Project Coordinator
Location:	Marshall Islands Marine Resources Authority
Duration:	12 months, subject to extension
Tentative State Date:	Not later than May 2019

I. Background

The Republic of the Marshall Islands in the Western and Central Pacific comprise of twenty-nine (29) low lying coral atolls and five (5) low coral islands. These atolls and islands are scattered over the expanse of the Pacific, with an Exclusive Economic Zone (EEZ) of 2 million kilometers.

The Marshall Islands Marine Resources Authority (MIMRA) has been mandated by the Republic of the Marshall Islands (RMI) government to facilitate the management, sustainability and responsible use of marine resources of the Marshall Islands, while maximizing benefits from the use of fisheries within environmental limits. To fulfil its mandate, MIMRA departments are divided into Coastal, Oceanic, Finance and Administration, and Executive Management along with its International Policy and Legal Division.

MIMRA is the implementing agency for the Pacific Islands Regional Oceanscape Program (PROP) in the Marshall Islands. To support project implementation MIMRA has identified that they will require the services of a Deputy Project Coordinator (DPC) to be integrated within MIMRA and be responsible for leading selected activities of the project as designated by the Project Coordinator, and will focus particularly on procurement processes, general administration, and logistical requirements of the project. The DPC, based part-time in Majuro, will be responsible for supporting the procurement processes undertaken by MIMRA in collaboration with the Procurement Specialist in DIDA.

II. Scope of Services

The DPC will liaise and work with the Project Coordinator and other MIMRA staff with a particular focus on procurement aspects of the project. The DPC will ensure that all procurement is conducted in accordance with the provisions in the legal agreements between the World Bank and MIMRA. The DPC will report to the Project Coordinator and carry out the following activities:

1. Managing the technical, commercial and legal aspects of project procurement at all stages of the project cycle, to include analysis of systemic and other project procurement issues, procurement planning, design, implementation and management, and training;
2. Providing operational advice to the PROP Project Coordinator on World Bank project management and procurement concepts, policies and procedures;
3. Train and guide the project team and other interested MIMRA staff on project procurement procedures and processes and guidelines on developing suitable procurement plans;
4. Negotiate and resolve complex procurement issues and handle queries from project stakeholders and contractors on bidding and award issues.

In addition, key accountabilities include:

- Provide quality assurance on all procurement decisions made by the RMI PROP Project;
- Ensure the timeliness of procurement activities;
- Manage all entries in the Systematic Tracking of Exchanges in Procurement system (STEP);

- Advise RMI PROP in handling complex project management and procurement tasks/issues, which frequently cut across sectors and/or work units;
- Assist with producing required reporting, including project progress reports and quarterly procurement updates;
- Works independently under direction of RMI PROP Project Coordinator to take on the day to day procurement management for RMI PROP;
- Manage the whole procurement process for goods and works and non-consulting services according to project Procurement Plan in STEP and the applicable World Bank's Procurement Guidelines/Regulations, that includes:
 - (i) assist RMI PROP in preparing the technical specifications of goods/works;
 - (ii) assist in advertising of the Invitation for Bids/Quotations;
 - (iii) assist in identifying the sources of supply, evaluate the eligibility and qualifications in order to prepare the list of suppliers/contractors for contracts procured using shopping in consultation with MIMRA/RMI PROP;
 - (iv) assist in preparing bidding documents/request for quotations, bids/quotations evaluation reports, contract conditions in accordance with the sample documents provided by the Bank;
- Managing the process of selection and recruitment of project consultants according to the project Procurement Plan and the applicable World Bank's Consultant Guidelines/Procurement Regulations, that includes:
 - (i) assist in preparing/commenting Terms of Reference (TORs), requesting for expression of interest; short-listing of consultants, RFPs, drafting contracts, etc.;
 - (ii) assist in reviewing evaluation reports and contract negotiation with selected consultants;
 - (iii) assist in monitoring and supervising the contract implementation;
- Assist RMI PROP Project Coordinator in the evaluation of bids/proposals, and the preparation of reports, more specifically:
 - a. Ensure the technical, commercial and financial aspects of the bids/proposals are evaluated, in accordance with the requirements of the relevant procurement documents.
 - b. Review and issue comments, as necessary, on contract packages procured, including those not subject to the World Bank's prior review.
 - c. Assist in the review and preparation of the World Bank's standard evaluation reports for all contracts subject to prior review prepared by the PIUs before their sending to the World Bank for "no objection."
 - d. Ensure that project costing is in line with the project outcome.
 - e. Ensure the timely procurement documentation for goods, works, and services (procurement planning and implementation).
- Ensure that all documents are prepared according to the World Bank's procurement guidelines/regulations, and procedures, those applicable covenants in the Legal Agreement, latest procurement documents and forms recommended by the Bank and aligned to MIMRA guidelines where appropriate;
- Develop, update and monitor of the project procurement plan in STEP including preparing the procurement time schedule for the implementation of this plan;
- Set up a record keeping system for all prior review and post review contracts;
- Contract management and administration of all signed project contracts.
- Assist the Project Coordinator to update Project Operation Manual (POM) as needed.
- Assist the Project Coordinator with necessary preparations for the Mid Term Review.
- Participate in project implementation and monitoring as required.

III. Qualifications and Experience and Desired Skills

Mandatory

- Post-graduate degree (an advanced degree with a major in a relevant discipline (e.g. Procurement, Business, Engineering or Law),
- At least 10 years of experience in procurement, 5 years of which is direct project management involvement with projects financed by international financing agencies (such as the World Bank, ADB, and other multi-lateral development Banks
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Desirable

- Experience in the North Pacific
- Knowledge of the fisheries sector in the North Pacific

IV. Duration, Location, conditions

The duration will be for 12 months with 4 months on a full-time basis, based in Majuro, Marshall Islands and 8 months on need basis, with the opportunity to extend based on performance and the approval of financing from the World Bank. The position would be subject to a probationary period of 3 months.