

Terms of Reference (TOR)

Individual Consultant

Republic of the Marshall Islands Marine Resources Authority

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| Title: | Project Procurement Officer |
| Location: | Marshall Islands Marine Resources Authority |
| Duration: | 2 years and extension is subject to extension |
| Tentative Start Date: | As soon as possible |

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 fulfill its mandate, MIMRA departments are divided into Coastal, Oceanic, Finance and Administration, and Executive Management along with its International Policy and Legal Division.

To support the implementation of the World Bank Financed RMI PROPER Project, a Project Management Unit (PMU) consisting of a Project Coordinator, Finance Officer, Environment and Safeguard Officer and Project Assistant will work in the already established PMU in RMI MIMRA. The RMI PROPER PMU is responsible for coordinating the administrative management and implementation of the Project with the RMI Ministry of Natural Resources & Development (RMI NRD), within MIMRA. MIMRA will also be responsible for preparing and implementing the Project in accordance with guidelines and regulations as well as the annual work plans and budgets which will detail project activities and eligible expenditures.

In order to strengthen the project management support of the PROPER project, MIMRA is seeking for a Project Procurement Officer to join the PMU and work with the Project Coordinator for the procurement management of the project

II. Main Objective of the Assignment

The Procurement Officer would be responsible for the procurement of goods, works and services under the project implementing entity for PROPER “The Project” in accordance with the RMI Government and World Bank procedures.

III. Scope of Services.

A. Scope of responsibilities and key tasks

The Project Procurement Officer will provide procurement support while working under the overall direction of the RMIPROPER Project Coordinator, to undertake the following activities:

- Lead preparation and or update the Project Procurement Plan (if needed) to be submitted for Bank review and no-objection
- Conduct effectively, an assessment of all procurement requirements under PROPER;

contributing to the development of TORs, preparation of Bidding/Tender documents and submission to WB for “No Objection”

- Issuance of documentation, organizing logistics for Bid/Tender submission and evaluation of offers and quotations
- Ensure an efficient mechanism for preparing expressions of interest, and manage the related RFQ's, RFPs processes, including accompanying negotiations;
- Plan and facilitate negotiations associated with contractual engagements of individuals and firms;
- Ensure timely execution of all contracts and monitoring;
- Prepare and implement procurement plans and tracking mechanisms;
- Responsible for day-to-day procurement activities of PROPER (in accordance with procurement plans and the respective Grant Agreements);
- Act as Liaison on procurement activities on behalf of The Project with, partners and all relevant stakeholders;
- Provide procurement advisory services at all levels of project implementation; and
- Undertake any other duties as may be assigned by the Project Manager.
- Ensure all environmental and social risk management requirements of the World Bank are incorporated in relevant TORs and tender documents
- Maintain the procurement plan on STEP to align with the approved Workplan and Budget.
- Stay informed about any new regulations affecting procurement under the project. Periodically consulting as needed the Project Operations Manual and proposing modification or updates of this document as needed.
- Stay informed about relevant government regulations including, tax regulations, customs regulations and any procurement regulations that may apply to the project.
- Maintain a list of vendors supplying general items for project implementation.
- Maintain a contract management listing of all active contracts noting contract start date, end date, contract ceilings and all other relevant information.
- Follow up with vendors to ensure that materials ordered have been received and comply with specifications, examine the conditions of material received, and approve invoices for payment.
- Interact with the Project Finance Officer and Project Coordinator to ensure correct and timely payment to suppliers, contractors and consultants and proper administration of contracts according to contract provisions and procurement regulations.

B. Expected key deliverables

- Update Procurement Plan in STEP and Contract Management for PROPER
- Update Asset Register for the Project
- Knowledge in project and procurement are achieved successfully with the guidance of PO.
- Progress summary on procurement operations.
- STEP related operations such as data uploading.
- MIMRA website to house PROPER updates, management plans, and other relevant information.

E. Reporting

- The RMI PROPER Project Procurement Officer will report to the Project Coordinator.

III. EXPERTISE REQUIREMENTS AND SELECTION CRITERIA

- Bachelor Degree from a recognized institution in procurement, Project management, Business Administration or other relevant degree.
- Minimum of four (4) years relevant experience.
- Experience working in a team environment.
- Competency in the use of computer applications, especially MS Office and Excel.
- Experience working for donor funded projects like ADB, World Bank, UN Agencies would be an added advantage

Additional Desirable Requirements:

- Demonstrated ability to work under pressure and pay attention to detail.
- Ability to learn quickly.
- Organized and detail-oriented person.
- Good communication skills.
- Experience in procurement, project accounting and/or administration.

Fluency in written and spoken both English and Marshallese.

IV. POSITION DURATION

The position will be for 2 years period. This is a full-time position and may be extended based on satisfactory performance and availability of funds. The position supports the RMIPROPER in the full implementation phases of the project.

V. LOCATION

The position will be located within MIMRA with the Project Management Unit for the full project implementation phase.