

Terms of Reference (TOR)

For recruitment of

Procurement Specialist

West Africa Contract Monitoring Network

1.0 Introduction

The West Africa Contract Monitoring Network comprising civil society, public and private sector sought to monitor public contracting to ensure transparency and accountability for the benefit of the citizenry in **Liberia, Ghana, Sierra Leone, and Nigeria**. The project funded by the World Bank aims to improve the transparency and accountability of public procurement and contracting systems in four West African countries: Liberia, Ghana, Sierra Leone, and Nigeria. The project seeks to build the capacity of multi-stakeholder country groups to more effectively monitor contracting processes and outcomes in their respective countries. The project seeks to recruit a procurement specialist to provide technical assistance and training to the members of the West Africa Contract Monitoring Network.

2.0 Project Background

Monitoring of procurement processes and contracts has been sporadic or limited in scope and impact, reflecting constraints in opportunity and capacity. However, there is growing recognition that, supporting such independent third-party monitoring institutions can serve as an effective oversight function in controlling fraud and corruption in public contracting, especially when linked to the formal public accountability institutions. Establishing an effective and robust contract monitoring coalitions will contribute to controlling corruption and ultimately improving public sector efficiency and the delivery of public services.

The Contract Monitoring Program therefore aims to improve the transparency and accountability of public procurement and contracting systems in four West African countries: Liberia, Ghana, Sierra Leone, and Nigeria. The project seeks to build the capacity of multi-stakeholder country groups to more effectively monitor contracting processes and outcomes in their respective countries.

The specific objectives of the project include:

- Improve transparency and accountability of public procurement and extractive industries contracting;
- Build capacity of country coalitions to monitor contracting processes and outcomes;
- Strengthens and support multi-stakeholder coalitions that will monitor the award and implementation of contracts in priority sectors;
- Create an informal regional network among the four country coalitions.

3.0 Objective of the Assignment

The Consultant is expected to provide technical guidance, training and advice on effective implementation by GACC and the country coalitions of procurement for the IDF grant using World Bank procedures.

4.0 Scope of Services and Detailed Tasks

The consultant is expected to support the regional activities at GACC and country level activities with the coalitions by technical support and capacity building to improve the quality of procurement services of implementation of the IDF grant. The consultant will provide the network members with the required

technical and operational support for the development of procurement plans, and procurement of goods, consultancy and services in compliance with the World Bank guidelines. The consultant is expected to undertake the following activities:

- Support in the management of the entire procurement process of the regional and participating countries;
- Support all members in the preparation and implementation of procurement plans for approval by TTL;
- Build capacity of members to effectively comply with World Bank procurement regulations;
- Provide practical support to all members in the implementation of the procurement plans;
- Ensure the effective implementation of all procurement activities to comply with the World Bank procurement procedures.

4.0 Deliverables

4.1 Approved procurement plans

4.2 Compliance with all provisions of the World Bank legal agreements and procurement guidelines

4.3 Submit final report at the end of the consultancy

5.0 Qualifications and Experience

The consultant shall possess a University Degree in Engineering, Law, Economy, Business Administration or Procurement related Degree with at least 5 years of relevant professional experience. Knowledge and professional experience in the management and implementation of procurement procedures in compliance with World Bank guidelines is required. Work experience within the four participating countries will be an advantage.

6.0 Reporting

The consultant will be required to prepare and/or contribute to inputs for the preparation of reports specifically in relation to the assigned task as and when needed.

7.0 Contract Period

The assignment period will be discussed and agreed based on the proposed work plan submitted by the consultant.

8.0 Facilities & Information to be provided

The GACC will provide all the necessary logistics and documents on the project to facilitate the discharge of the functions.

Interested Consultants should submit their CV's and proposals to bnarteh@ghana-anticorruption.org and ffdennis@gmail.com copied by Friday 15th February 2013.