



The Electricity Supply Corporation of Malawi Limited

TERMS OF REFERENCE FOR ASSISTANT PROCUREMENT SPECIALIST

Country: Malawi

Name of Project: Malawi-Electricity Access Project

Credit No.: P164331

Assignment Title: Consultancy for Assistant Procurement Specialist

Reference No.: MW-ESCOM-146950-CS-INDV

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1.0 Background

The Government of Malawi with support from the World Bank is implementing Malawi Electricity Access Project (MEAP) through the Ministry of Natural Resources, Energy and Mining and the Electricity Supply Corporation of Malawi Limited (ESCOM). MEAP is a four (04) year project (2020-2024). The project comprises three (03) components of which ESCOM is implementing the following two (2) components:

- a. Component 1: Grid densification/extension.** This component will finance cost-effective, priority investments in grid electrification by providing electricity supply to beneficiaries/consumers living in close proximity to an existing distribution infrastructure leveraging on a geospatial analysis (already undertaken under a separate assignment) to maximize the number of connections under the financing.

In addition, the project will also support the use of energy-efficient appliances including distribution of free energy-efficient light emitting diode (LED) bulbs to enhance the affordability and reduce household electricity consumption.

- b. Component 3: Technical assistance and capacity building**

This will mainly finance activities to support ESCOM to effectively implement Component 1, including support for detailed project design, planning, and supervisory oversight. More specifically the sub-component will finance (i) capacity building and implementation support for the Project Implementation Unit (PIU) in ESCOM related to core functions, including (Financial Management) FM, procurement, safeguards, and monitoring and evaluation; (ii) preparation of a Program Operations Manual informed by a least-cost geospatial roll-out plan; (iii) training at ESCOM's Training facility of ESCOM front line construction supervision management personnel, and private sector contractors for implementing a scaled up on-grid connections program; (iv) mainstreaming more broadly, selective high impact DSM measures; (v) GIS platform for network reticulation planning, design; (vi) System-wide MV feeder- specific upgrading Master Plan through 2030; including affordable new connections fee policy; and (vii) preparation and implementation of a gender capacity building plan and program, and designing a recruitment, mentoring and leadership development program targeting potential, new and existing female employees at ESCOM.

2. Project Development Objective(PDO).

The Project Development Objective is to increase access to electricity services in Malawi.

3. The Position: Assistant Procurement Specialist (1 Position)

The Assistant Procurement Specialist is part of a larger Project Management Team, which comprises the Project Manager, Procurement Specialist and other specialists. In executing the duties as outlined under item 4, the Assistant Procurement Specialist will act in a manner to ensure that all transactions related to the project are consistent with procurement regulations,

Public Procurement and Disposal of Assets Act of 2017 and all other relevant guidelines and policies. The Assistant Procurement Specialist is expected to work in close coordination with Procurement Specialist and other officers.

4. Objective of the Assignment

The objective of the assignment is to support implementation of the MEAP Project procurement activities in accordance with World Bank's Procurement Regulations and other requirements stipulated in the Project Documents; as well as the efficient management of all procurement contracts and related instruments

5. Duties and Accountabilities

The Assistant Procurement Specialist, under the direction of the Procurement Specialist, at ESCOM shall assist in the implementation of all procurement related activities of the Project. This includes assisting in ensuring that project activities are implemented in accordance with the World Bank (WB) and Government of Malawi (GoM) Procurement Policies and Guidelines, Project Documents and Agreements and Procurement Operational Manual. The Assistant Procurement Specialist shall ensure the timely delivery of goods and services to the Projecting Implementing Entities (PIEs) by supporting the development and maintenance of an effective monitoring, administrative and reporting procurement environment that facilitates and contributes to the achievement of the Project's goals and objectives.

6. Specific Tasks:

- a. Assist in preparing Project's Annual Procurement Plan, detailing contract packages for works, goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity, in consultation with the various stakeholders for the project;
- b. Assist in handling bidders and consultants' complaints and coordinate preparation of clarifications and debriefing in a timely manner.
- c. Assist in organizing and conducting bid openings, evaluation reports, obtaining the necessary approvals and No Objections from the World Bank where required, arranging for the contract signing, and distribution to the appropriate authorities;
- d. Assists in contract administration to ensure delivery of goods/services is in accordance with contract terms.
- e. Assist with preparation of procurement progress reports highlighting achievements and challenges in the course of execution of activities.
- f. Assist in establishing and maintaining a procurement records system, including maintaining a contracts register with complete "paper trail" of procurement and implementation of each contract from planning, procurement processing and contract Administration including contract closure.
- g. Assist in monitoring procurement implementation and updating of procurement plans annually and whenever it becomes necessary to do so;

- h. Assist in preparing procurement documentation for goods, works and non-consulting services including Specific Procurement Notices (SPNs), Invitation for Bids, advertisements, and Request for Quotation documents,
- i. Assist in preparing procurement documentation for consulting services including liaising with the technical teams on preparing Terms of Reference, Requests for Expressions of Interest (EOI), evaluating EOIs and creating shortlists, preparing Request for Proposal documents, evaluating proposals, obtaining the necessary clearances from the World Bank where required, assisting in contract negotiations, minutes of negotiations, draw-up draft contracts and making arrangements for contract signing, and distributing to the appropriate authorities;
- j. Assist in coordinating and ensuring timely responses to clarifications sought by bidders or shortlisted consultants as may be required;
- k. Assist in ensuring all procurement activities are carried out in accordance with the agreed procedures, including the Financing Agreement; the World Bank's Procurement Regulations; and Government of Malawi Public Procurement and Disposal of Public Assets Act;
- l. Assist in coordinating responses to inquiries and communicate the results of the evaluation process to bidders or consultants, in keeping with World Bank's Procurement Regulations;
- m. Assist in preparing minutes of bid evaluation panel meetings, and requests for "no objection", and coordinating arrangements for the negotiation process, where necessary;
- n. Assist in coordinating acquisition of Bank No Objections using the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) where applicable and make follow-ups where necessary;
- o. Assist in ensuring all indications of unethical practices in procurement/contract management, and/or signs of inconsistencies with the legal document(s) and the World Bank's Procurement Regulations are addressed.
- p. Assist the Procurement Specialist to effectively communicate with all Implementing Agents for the MEAP project, provide guidance to, and train officers involved in the procurement of goods, works, and services regarding the specific procurement procedures in accordance with the World Bank Regulations and country laws governing the project procurement;
- q. Assist in preparing quarterly procurement and contract implementation monitoring reports using the formats in accordance with the agreed-upon legal document(s), and ensure that the reports are submitted to the Project Facilitation Team Coordinator for submission to the Bank through STEP and relevant authorities in a timely manner;
- r. Assist in providing technical support to the PIU in the various procurement selection steps of the procurement cycle and ensure compliance to the applicable procedures and guidelines;
- s. Assist in handling bidders and consultants' complaints and debriefings by ensuring that they are all addressed adequately and in a timely manner and to maintain a complaints database;

- t. Assist in ensuring adequate arrangements exist for contract administration, implementation and supervision and on the performance of suppliers, contractors and consultants in all contracts under the project;
- u. Assist in following-up timely processing of payments to suppliers/contractors of goods, works and services in accordance with the signed contract, as well as to ensure that suppliers/contractors honor all the contractual obligations and terms and conditions of contracts, submitting required advance payment guarantees, meeting agreed delivery schedules and payment of due insurance premiums;
- v. Assist in reviewing and implementing improvements to the institutional procurement arrangements to ensure timely and cost-effective procurement is undertaken under the project.
- w. Carry out any other duties as may be assigned by the Procurement Specialist from time to time.

7. Duration of the Assignment

The Assistant Procurement Specialist shall be recruited for a period of four (4) years, but renewable annually subject to satisfactory performance, need and availability of funding.

8. Performance Criteria

The following performance criteria will be used to assess the performance of the Procurement Specialist at regular intervals and based upon these assessments the contract with ESCOM may be continued or terminated:

- Quality and timeliness of procurement management relating to procurement planning for goods and services
- Quality of documentation submitted for prior review
- Quality of procurement filing
- Quality of documentation submitted during post reviews
- Quality and timeliness of quarterly reports as required

9. Deliverables

- Project annual Procurement Plan and periodic updates of the same.
- Minutes of meetings held throughout the procurement process, including short-listing, evaluation, interview and negotiation and bid openings all duly signed by panel members/participating parties.
- Procurement Documents and Reports (Bidding documents, Request for Proposals, Evaluation Reports, Draft Contracts, etc)
- Monthly, Quarterly, Semi-Annual and Annual procurement reports as inputs into the Project Management Reports and, in addition, will prepare other reports, as and when needed.

10. Qualifications and Experience

The Assistant Procurement Specialist shall have:

- i. A degree from a recognized institution in the following areas: Engineering, Accountancy, Procurement, Business Administration, OR Economics with 3 years' procurement experience including working in a donor financed project such as those funded by the World Bank OR
A Diploma in similar fields with at least 5 years' post-graduation procurement experience including 3 years' procurement work in a donor financed project.
- ii. Hands-on experience of Government of Malawi Procurement law, policies and procedures.
- iii. Knowledge and practical skills in the use of Systematic Tracking of Exchanges in Procurement (STEP) will be plus

11. Required Competences

- Understanding and application of procurement policies, and regulations of development partners and the preparation of specific standard procurement documents on World Bank and knowledge of preparation of bid evaluation reports and new procurement reporting (Systematic Tracking of Exchanges in Procurement)
- Good report writing skills;
- Proficiency in Microsoft Applications including Excel, PowerPoint and Word.
- Excellent ability to communicate clearly, accurately and concisely in English, both verbally and in writing.
- Strong attention to detail and thoroughness in work product.
- Ability to multi-task.
- Ability to work in a team and independently with minimal supervision.
- Ability to work with tight deadlines and deliver exceptional results.

12. Facilities to be provided by the Client

The following shall be provided by the Client: -

- Office space,
- Furniture and office equipment,
- Communication and internet facilities.
- For all field related assignments, the Project shall provide transport and costs and other expenses (per diems etc.) related to the field work.