**REPUBLIC OF SOUTH SUDAN**



**SOUTH SUDAN URBAN WATER CORPORATION**

**CLIMATE RESILIENT SANITATION AND INSTITUTIONAL SUPPORT PROJECT**

**TERMS OF REFERENCE- PROCUREMENT EXPERT**

1. The Government of South Sudan received funding from the African Development Bank Group (the Bank) towards the cost of Climate Resilient Sanitation and Institutional Support Project. The project development objective is to improve access to urban sanitation services in Juba with two main aims; i) develop an urban sanitation system in Juba; and ii) strengthen the capacity of sanitation sector institutions.
2. South Sudan Urban Water Corporation seeks to recruit an individual Procurement Expert to be part of the Project Implementation Team (PIT) and therefore invites qualified individuals to indicate their interest in the assignment as a Finance Consultant within the Climate Resilient Sanitation and Institutional Support Project (CRISSIP).
3. **Scope of Work**

The Procurement Expert will act as the procurement technical advisor to the Project Coordinator in the SSUWC in regard to the Climate Resilient Sanitation and Institutional Support Project (CRISSIP). The Procurement Expert will support implementation of CRISSIP operations by handling both the administrative and technical tasks related to procurement to ensure timely and effective delivery of works, goods and services in line with the applicable AfDB procurement policy.

S/he will develop and implement a cost-effective procurement management system for the Project, including procurement plans in accordance with the African Development Bank Procurement Regulations. The Procurement Expert (“Consultant”) will be assigned with the following key responsibilities:

1. Develop a comprehensive procurement plan inclusive of goods, services, and works in relation to the project components.
2. Prepare and monitor the implementation of the procurement plan and make timely updates as well as submissions of the plan for review and approval by the relevant stakeholders including the development partners.
3. In consultation with the Project Coordinator and PIT team, prepare or review the solicitation documents for acquisition of goods, works and consulting and non-consulting services.
4. Lead the bidding and selection processing, including organizing publications of the specific procurement notices, pre-bid or pre-proposal meetings, providing clarifications, coordinating the receipt of bids/proposals, and leading and participating in the opening of bids/proposals/expressions of interest. Also, develop the evaluation criteria and timelines that are clear to allow for bidders to prepare responsive bids or proposals.
5. Coordinate/make arrangements and participate in contract negotiations for the acquisition of goods, services, and works and where applicable to provide guidance.
6. Receive and review procurement requests from different functions and seek relevant approvals for all procurements.
7. Ensure that clearances/ (or no-objections) from the AfDB are obtained if required.
8. Ensure that project procurement progress reports are prepared and delivered to AfDB.
9. Track the expiry dates of contracts as well as their advance payment and performance guarantees and ensuring that these are extended timely and at least one month before expiry.
10. Enhance the efficiency and effectiveness of the procurement data management system such as setting up a filing and record-keeping system that ensures that procurement records are easily retrievable and available for procurement audits; maintain complete procurement files and records including all correspondence related to procurement activities; prepare quarterly procurement progress reports.
11. Monitor and track contracts being processed, consult and work closely with contract managers to identify constraints/challenges/issues especially deviations from agreed procurement schedules.
12. Facilitate any the post procurement review exercises.
13. Prepare and update the procurement/contract register (list of all procurement contracts signed).
14. Ensure the confidentiality of reports of evaluating bids up to the award of contracts;
15. Make sure that the unsuccessful bidders receive the necessary information immediately after the decision to award of contracts;
16. Report immediately any noted practices contrary to good governance including fraud and corruption or governance issues with procurement or other staff, bidders, and consultants.
17. Enhance the capacity of SSUWC staff involved in procurement through mentorship and training sessions.
18. Carry out any other relevant duties as may be delegated by the Project Coordinator.
19. **Qualifications and Experience**

The ideal candidate for the Procurement Expert position should possess the following qualifications, experience, skills, and knowledge:

1. Hold at least a Bachelor’s degree or equivalent in Procurement, Business Administration, Economics, Logistics, Law, Engineering or related fields. A postgraduate qualification in a procurement related field is desired.
2. Professional qualifications and Membership in the chartered institute of procurement and supplies or other recognized professional bodies will be an added advantage.
3. A minimum of eight (8) years of relevant professional experience in providing procurement support and advice to the implementation of programs and projects financed by the AfDB or any other similar institutions e.g World Bank, UN agencies, bilateral donors.
4. Specific experience and knowledge in the practice of procurement of goods and works and the acquisition of consultancy services under AfDB Procurement Policy.
5. Effective consulting and advisory skills that enable Sector Staff and Borrowers to build their confidence and skills to deal with procurement issues.
6. Experience of Project Procurement Management in a developing country, Africa and specifically in South Sudan will be an added advantage.
7. Excellent communication, negotiation, and interpersonal skills, with the ability to work effectively with diverse stakeholders.
8. Ability to communicate effectively (written and oral) in English
9. Competence with standard MS Office software (Word, Excel, PowerPoint)
10. Must be able to work under pressure and tight deadlines.
11. Proven integrity and confidentiality in handling public resources.

Interested individual consultants may obtain further information at the address below during working hours: 08:00 to 17:00 hours (Juba time), Monday to Friday.

1. **Duty Station and Duration**

The Procurement Expert shall be required to work in the Project Office in Juba, South Sudan and travel on approved Missions as necessary. (S)He shall undertake the assignment on a full-time basis. The duration of the assignment shall be for an initial period of two (2) years, with the possibility of extension, subject to satisfactory performance. The assignment is expected to commence in March 2025.

1. **Restrictions**

In addition to the standard conflict of interest restrictions specified in the consulting contract, all materials created under this Contract will remain the sole property of the Bank. Re-use of the materials will require formal, written approval from the Bank. The Procurement Expert shall have no material interest in any of the outputs of this assignment. On the commencement of the assignment, the Consultant will sign a statement of confidentiality that will bind the Procurement Consultant to nondisclosure of any sensitive information that the He/She may become knowledgeable of during the assignment.

1. **Remuneration**

To be negotiated in line with the African Development Bank procurement policy. The negotiated monthly remuneration will be lump sum including fees, accommodation and subsistence allowances. The candidate will be responsible for obtaining personal health insurance at his or her own cost with a medical cover including illness and injury incurred during the duration of the assignment. Disbursement of the fees will be based on the outlined deliverables in these Terms of Reference.

1. **Reporting**

The Procurement Expert will work under the supervision and guidance of the Project Coordinator of the Climate Resilient Sanitation and Institutional Support Project (CRISSIP).

1. **Selection Criteria**

A shortlist of three to six candidates will be established at the end of the request of the expression of interest period. The consultants will be judged on the following criteria:

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| Consultant’s Qualifications relevant to the assignment | 20% |
| General Experience working with International Organizations, development banks, NGOs, development institutions on similar assignments | 30% |
| Specific Experience in providing procurement support to Bank financed development projects in the relevant sector | 40% |
| Language proficiency in English | 5% |
| Experience in South Sudan, Regional, Africa or similar conditions | 5% |
| **Total Score** | **100** |

1. The SSUWC now invites eligible individual consultants to indicate their interest in providing these services. Interested individual consultants must provide information indicating that they are qualified to perform the services by sending his/her CVs and Cover letter.
2. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s *Procurement Policy for Bank Group Funded Operations,* dated October 2015, which is available on the Bank’s website at <http://www.afdb.org>. The Project is under no obligation to shortlist any individual consultants who expresses interest.
3. Expressions of interest must be submitted physically or sent by email, in written form, to the addresses mentioned below no later than **March 7th, 2025, at 03:00 PM (GMT +2)** and specifically mentioning: *“Expression of Interest for a CRISSIP Procurement Expert (Consultant)”* assignment.

For the attention of:

**Managing Director**

South Sudan Urban Water Corporation

Behind Directorate of Nationality, Civil Registry, Passports & Immigration

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**Qualified women are strongly encouraged to apply.**