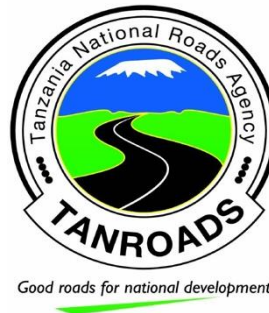


THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT



DAR ES SALAAM URBAN TRANSPORT IMPROVEMENT PROJECT (DUTP)

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TO SUPPORT THE
IMPLEMENTATION OF DUTP AND CAPACITY STRENGTHENING TO TANROADS
THROUGH ENGAGEMENT OF PROCUREMENT SPECIALIST NO. 1**

APRIL, 2023

TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR TANROADS' CAPACITY STRENGTHENING THROUGH ENGAGEMENT OF PROCUREMENT SPECIALIST NO. 1

1. BACKGROUND

The Government of the United Republic of Tanzania has received a credit from the World Bank towards the cost of the Dar es Salaam Urban Transport Improvement Project (DUTP), and intends to apply part of the proceeds of this Credit for eligible payments under the contract for Consultancy Services to Support Implementation of DUTP and capacity strengthening to TANROADS through engagement of Procurement Specialist No. 1 to support the Tanzania National Roads Agency (TANROADS).

2. PROJECT DESCRIPTION

The principal objective of the BRT Projects is to improve urban mobility and accessibility in the city of Dar es Salaam through provision of enhanced transport facilities that are reliable and cost-effective, thereby supporting economic and social development of the city and the country as a whole.

The Project is complex and is being implemented in urban environment. Though TANROADS has professional expertise in Procurement and Contract Management but the number of personnel does not match with current work-load, hence the needs of additional staff to fill the gap in order to assist the management of all procurement related tasks efficiently and effectively.

Due to the anticipated increased workload of BRT infrastructure projects, TANROADS is looking for dynamic, motivated, creative, and open-minded individual Procurement Specialist to support the Agency in the implementation of DUTP and capacity strengthening of the same in the areas of Procurement and contract management.

3. OBJECTIVES OF THE CONSULTANCY SERVICES

The objective of the assignment is to undertake Consultancy Services of specific procurement of Works, Goods and Services. The Procurement Specialist will also enhance procurement capacity of TANROADS staff through implementation of projects under Dar es Salaam Urban Transport Improvement Project (DUTP).

4. SCOPE OF SERVICES

The Services of the Procurement Specialist shall include but not limited to the following tasks: -

- (i) Preparation and updating of Procurement Plans for procurement of Services, Goods and Works for the projects;
- (ii) Preparation of Bidding documents and Invitations for Bids which involves

review of prepared Bidding documents by different Consultants to verify that they meet set standards and quality required;

- (iii) Organizing pre-tender site visits, pre-tender meetings and pre-proposal conferences, providing clarifications/responses to queries raised by bidders/Consultants;
- (iv) Reviewing evaluation reports to ensure that they meet acceptable quality and adhere to the respective Procurement Guidelines and Procurement Regulations prior to submission to the TANROADS Headquarters Tender Board and IDA for approval and "No Objection".
- (v) Participation in Pre-Contract Negotiations and preparation of Contract documents;
- (vi) Reviewing Consultants and Contractor's claims and advising TANROADS on the same;
- (vii) Providing support and guidance to staff under the Directorate of Procurement and Contracts on the necessary IDA's Procurement Guidelines and Procedures;
- (viii) Advising the Client to ensure that all procedures for procurement comply to the IDA Guidelines; and
- (ix) Perform other duties as may be directed by the Director of Procurement and Contracts.

5. QUALIFICATIONS AND EXPERIENCE

The desired attributes for the position are as follows: -

a) Education:

- (i) The Procurement Specialist must possess a minimum of Advanced Diploma/Degree in Civil Engineering, Construction Management, Quantity Surveying or Procurement from recognized Universities.
- (ii) Master's Degree in Civil Engineering, Construction Management, or Procurement will be an added advantage.

b) Working Experience:

- (i) She/he must have a minimum of fifteen (15) years cumulative experience in procurement for Infrastructure Development Projects;
- (ii) She/he must have participated in procurement of Works, Goods, Services and associated elements for Donor Funded Projects for not less than ten (10)

years in the last fifteen (15) years;

(iii) Experience in preparation of Contracts and Contracts management; and

(iv) Knowledge of Multilateral Banks Procurement Guidelines and Regulations.

(v) The candidate should be eligible and have no Conflict of Interest as per Bank's Procurement Regulations

(vi) Should have well developed interpersonal and communication skills strong negotiations skills and ability to cultivate team spirit.

c) Language and Regional experience:

(i) Must have a working experience of at least three (3) years in developing countries; and

(ii) Proficiency in written and spoken English is mandatory.

6. FACILITIES TO BE PROVIDED BY TANROADS

6.1 Shared office accommodation including office furniture and equipment;

6.2 Relevant information and documents necessary for proper execution of the assignment;

7. DURATION OF ASSIGNMENT, PERFORMANCE REVIEW AND TERMINATION

7.1 Duration

Duration of assignment will be 12 Months with possible extension if need arises.

7.2 Performance Review

Notwithstanding Sub-Section 7.1 above, succession of the Services from one year (12 months) to another will be subject to satisfactory performance of the Consultant.

7.3 Termination

Notwithstanding Sub-Section 7.2 above, the Contract may be terminated before expiry of the duration of the assignment, in accordance with provisions of Employment and Labour Law Act No. 6 of 2004 of the United Republic of Tanzania.

8. RESPONSIBILITIES OF THE CONSULTANT

The Procurement Specialist shall be responsible for the following:

8.1 All information, data and reports obtained from TANROADS shall be treated as confidential.

8.2 All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for TANROADS under this Contract shall become and remain the property of TANROADS, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to TANROADS.

- 8.3 Arranging and paying for his/her own accommodation, own insurance, and local transport at his duty station.
- 8.4 The Procurement Specialist shall be obliged to transfer skills and knowledge to TANROADS staffs that will take part in implementation of various assigned tasks and through on-the job training.

9. REPORTING REQUIREMENTS

- 9.1 The Procurement Specialist will prepare a brief report in each month containing accurate information in summarized format for the activities performed by him/her on daily basis during the reporting month; the report shall be in a format to be agreed by the Director of Procurement. The report should be shared with the Bank for monitoring purpose.
- 9.2 The Procurement Specialist will prepare other reports as instructed by the Director of Procurement and Contracts. In addition, procurement progress report for each implementation support mission will be prepared as part of the overall project progress report for sharing with the Bank

10. LEAVE AND WORKING HOURS

- 10.1 **Leave**
 - 10.1.1 The Procurement Specialist will be entitled to twenty-eight (28) days paid annual leave during the assignment.
- 10.2 **Working Hours**
 - 10.2.1 Ordinary working period starts from 8:00 AM to 4:30 PM commencing Monday to Friday excluding public holidays;
 - 10.2.2 The Consultant will be expected to work on reasonable extra time when need arises at no additional payment; the Consultant's remuneration shall be deemed to cover for such overtime.

11. PAYMENT TERMS

- 11.1. The Consultant's salary is negotiable but will not be more than the estimated value per month. A monthly lump sum amount of remuneration per month will include all his overheads, social charges and other associated costs including local transportation within Dar s Salaam and insurance premium costs.
- 11.2. The Consultant shall be responsible for all taxes and duties applicable as per Government of Tanzania rules and regulations.
- 11.3. The monthly remuneration shall be deducted Pay As You Earn (PAYE) tax.
- 11.4. In case of travel requirements outside TANROADS HQ and within Tanzania for project-related assignments, the Consultant shall be paid travel expenses in line with the Government rules and procedures.
- 11.5. Payment to the expert in respect of remuneration will not be adjusted for inflation for the duration of assignment.

12. INSTITUTIONAL FRAMEWORK

The Procurement Specialist will be reporting to the Director of Procurement and Contracts and will liaise with respective user Departments during procurement processes.

13. DUTY STATION

Dar es Salaam (TANROADS HQ offices), Tanzania with field visit as per requirement. (There is a possibility of TANROADS HQ Offices to move to Dodoma mid-way the Contract).