

# **TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR TANROADS' CAPACITY STRENGTHENING – ENGAGEMENT OF PROCUREMENT SPECIALIST NO. 2 UNDER THE TANZANIA TRANSPORT INTEGRATION PROJECT (TanTIP)**

## **1. INTRODUCTION**

The Government of the United Republic of Tanzania has received a credit from the World Bank towards the cost of the Tanzania Transport Integration Project (TanTIP) which comprises of rehabilitation of Mtwara – Mingoyo – Masasi (200 km), Rutikira – Songea (100 km), Lusahunga – Rusumo (92 km) and Upgrading of Iringa – Msembe (104 km), Rehabilitation and Improvements of Regional Airports of Tanga, Iringa and Lake Manyara and intends to apply part of the proceeds of this credit to eligible payments under Contract for Individual Consultancy Services of Procurement Specialists to support the Tanzania National Roads Agency (TANROADS).

## **2. OBJECTIVES OF CONSULTANCY**

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 Tanzania Transport Integration Project (TanTIP). TANROADS is looking for a dynamic, motivated, creative, and open-minded Individual Consultants to support implementation of the projects in the capacity of Procurement Specialist. The candidate should be eligible and have no Conflict of Interest as per Bank's Procurement Regulations.

## **3. 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;
- (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 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.

## **4. QUALIFICATIONS AND EXPERIENCE**

The desired attributes for the position are as follows: -

### *a) Education:*

- (i) Minimum of Advanced Diploma/degree in Civil Engineering, Construction Management, Quantity Surveying or Procurement from recognized Universities.

(ii) Master's Degree in Civil or Highway or Structural Engineering, Engineering Management, Construction Management, or Procurement will be added advantage.

*b) Working experience:*

- (i) Minimum of fifteen (15) years cumulative experience in procurement for Infrastructure Development Projects.
- (ii) Must have participated in procurement of Works, Goods, Services and associated elements for Donor Funded Projects for not less than five (5) years in the last fifteen (15) years
- (iii) Experience in preparation of Contracts and Contracts management;
- (iv) Knowledge of Multilateral Banks Procurement Guidelines and Regulations;
- (v) Should have well developed interpersonal and communication skills strong negotiations skills and ability to cultivate team spirit; and
- (vi) Must be a person of proven honesty and integrity with no criminal record, result oriented and proactive.

*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.

## **5. FACILITIES TO BE PROVIDED BY TANROADS**

TANROADS will provide the Procurement Specialist with facilities that will enable him/her to perform her/his duties in an efficient manner. These include but not limited to a fully furnished shared office, IT facilities and connections (computer, printer, facsimile, telephone, internet connection). In case the Procurement Specialist is assigned activities outside Dar es Salaam, TANROADS will bear the cost of transport and per diem allowances as per Government rules and procedure.

## **6. DURATION OF ASSIGNMENT**

The Services will commence immediate after signing the Contract. The assignment shall be for a period of twelve (12) months, renewable based on the satisfactory performance of the Consultant and Project needs.

## **7. RESPONSIBILITIES OF THE CONSULTANT**

All information, data and reports obtained from TANROADS in the execution of the Services of the Consultant shall be properly reviewed and analyzed by the Consultant. The responsibility for correctness of such data shall rest with the Consultant. All such information, data and reports shall be treated as confidential.

The Consultant shall be responsible for arranging for his own insurance, accommodation, and local transport at his duty station.

## **8. REPORTING REQUIREMENTS**

The Procurement Specialist shall: -

- (i) Prepare Monthly Progress Reports and Quarterly Reports:

These reports shall contain an accurate, up to date, a summary of all work accomplishments, work scheduled to enhance TANROADS staff, plan for on job training and discussion of major problems and recommendations to address them. These reports shall be submitted to the Client on the 5<sup>th</sup> day of the next month. The report should be shared with the Bank for monitoring purpose. 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; and

- (ii) He/she must prepare an on-job training strategy for the TANROADS Procurement staff
- (iii) Other reports as instructed by the Director of Procurement and Contracts.

## **9. 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)

## **10. LEAVE**

The Procurement Specialist will be entitled to twenty-eight (28) days non-paid leave per annum.

## **11. PAYMENT TERMS**

- (i) 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 es Salaam and insurance premium costs.
- (ii) The Consultant shall be responsible for all taxes and duties applicable as per Government of Tanzania rules and regulations.
- (iii) The monthly remuneration shall be deducted Pay As You Earn (PAYEE) tax.
- (iv) 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.
- (v) 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.