

**REQUEST FOR EXPRESSION OF INTEREST
(Consulting Services – Individual Selection)**

Country: Kenya

Project: **Regional Infrastructure Financing Facility (RIFF)**

Loan No./Credit No./ Grant No.: IDA-67110

Assignment Title: **PROCUREMENT OFFICER**

Reference No.: KE-TDB422402-CSINDV PROCUREMENT-OFFICER

1. The Eastern and Southern Africa Trade and Development Bank (TDB) Group has received financing from the World Bank toward the cost of the **Regional Infrastructure Financing Facility (RIFF)** and intends to apply part of the proceeds for consulting services.
2. TDB intends to apply part of the proceeds for consulting services (“the Services”) which include the Procurement Officer (Individual Consultant) assignment for a period of twenty four (24) months. The objective of the assignment for the Procurement Specialist is to provide Procurement and Contract Management services in accordance with World Bank’s Procurement Regulations and TDB procurement guidelines to the World Bank RIFF and ASCENT REAF projects.
3. The detailed Terms of Reference (TOR) for the assignment can be found at the following website: <https://www.tdbgroup.org/consulting-procurement/>
4. TDB now invites eligible individual consultants to apply for the consulting assignment. Interested individual consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services as required in TOR. The submissions should include a cover letter summarizing the relevant experience and indicating its relevance to the assignment at hand.
5. The expressions of interest should be accompanied with a CV, phone contact, postal and email addresses, copies of relevant academic documents/ qualifications and copies of the appointment letter (s)/ Contract (s) of the current or most recent employment.
6. The individual consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method set out in the Procurement Regulations. The consultant will be selected based on the following criteria:
 - I. At minimum a Bachelors' Degree in Procurement, Management, Business Administration, Accounting, Law, Engineering or closely related field from a university recognized;

- II. A minimum of ten (10) Years of general experience in the procurement field;
 - III. A minimum of five (5) years of specific work experience in similar assignments with World Bank-funded projects or development partner-funded projects, such as: procurement of works, goods, non-consulting services and consulting services;
 - IV. Be registered with valid membership and valid annual practicing license from recognized professional body.
7. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" first published July 2016 and revised September 2023, fifth edition ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
8. All inquiries should be sent to the following email address:
wbtaprocurments@tdbgroup.org
9. Expressions of interest must be sent via email to the email address:
procurement@tdbgroup.org and submitted by *20th May 2024, 17:00 hours Nairobi time*. Submissions should reference "**KE-TDB422402-CSINDV PROCUREMENT-OFFICER**" in the email subject line.

TRADE AND DEVELOPMENT BANK (TDB)

REGIONAL INFRASTRUCTURE FINANCING FACILITY (RIFF)

**TERMS OF REFERENCE
FOR
PROCUREMENT OFFICER**

Credit No: 67110

Project ID: P171967

Procurement Ref. No: KE-TDB422402-CSINDV PROCUREMENT-OFFICER

May 3, 2024



TRADE AND DEVELOPMENT BANK (TDB)

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1.0 PROJECT BACKGROUND

The World Bank Regional Infrastructure Finance Facility (RIFF) is an Investment Project Financing, with a credit line of US\$ 415 million and a grant of US\$ 10 million as grant from Investment Development Association (IDA). The borrowers are the Trade and Development Bank (TDB) and the Common Market for Eastern and Southern Africa (COMESA) Secretariat.

The objective of the project is to expand long-term finance to private firms in selected infrastructure sectors in Eastern and Southern Africa. The project shall be implemented between the years 2020 to 2026 in line with the components summarized below.

- Component 1: Project and Infrastructure Finance Facility (US\$ 325 million). This credit line will provide long-term finance to project finance and infrastructure sub-projects that meet development impact criteria.
- Component 2: COVID Infrastructure Sector SME Response (US\$ 75 million). This component will facilitate access to debt financing to Solar Home-Systems (SHS) SMEs operating in Southern and Eastern Africa COMESA
- Component 3(a): Capacity Building and Technical Assistance (US\$ 15 million). This sub-component will provide the needed expertise to support TDB's strategic decision to scale-up project and infrastructure finance and strengthen its capacity on Environmental & Social safeguards.
- Component 3(b): Technical Assistance (US\$ 10 million). This sub-component will support COMESA Secretariat and its member countries and market participants to expand the regional infrastructure finance market and build the foundations for a regional off-grid energy market.

Components 1 and 2 and 3(a) shall be implemented by TDB whilst Component 3 (b) shall be implemented by the COMESA Secretariat. The primary Project beneficiaries will be the private firms and labor force in the COMESA region involved in supply, construction and operation of infrastructure projects. The private firms will benefit from TDB's long-term finance under the RIFF, but also through technology transfers and know-how, which is an indicator that is being tracked by TDB to measure the impact of its intervention.

TDB will mobilize additional amounts of investment from capital markets, institutional investors and syndications. Similarly, TDB will benefit from the institutional strengthening activities envisioned under Component 3(a), thereby enhancing their ability to support infrastructure finance in the region.

In parallel to the RIFF project, the World Bank is implementing the Accelerating Sustainable and Clean Energy Access Transformation - Regional Energy Access Financing Platform (ASCENT-REAF) as part of Phase 1 of the Accelerating Sustainable and Clean Energy Access Transformation (ASCENT) in Eastern and Southern Africa Multi-Phase Programmatic Approach (MPA) (P180547). The objective of ASCENT-REAF is to accelerate access to and financing of sustainable, reliable, and affordable energy in Eastern and Southern Africa. The project will be implemented over a period of 7 years from the expected Board approval date of November 30, 2023, to closing date of December 31, 2030.

The ASCENT-REAF consists of three components:

- **Component 1:** Lending to DRE and clean cooking companies: This component will provide loans to DRE and clean cooking companies to expand electricity and clean cooking access in IDA-eligible countries in the Eastern & Southern Africa (AFE) region that are TDB members.
- **Component 2:** Results based financing for the frontier markets: This component will establish a regional Results-Based Financing (RBF) facility, which will provide grant funding via result-based financing and performance-based catalytic grants to support DRE and clean cooking expansion in markets unserved or underserved by national programs. The RBF facility will be implemented by the Trade and Development Fund (TDF), a subsidiary of TDB.
- **Component 3:** Technical assistance, institutional strengthening, and tools and innovations for DRE and clean cooking: This component will finance technical assistance, capacity building and institutional strengthening, acquisition of tools and digital platforms and consultancy services, and development and piloting (via lending or grants) of financial innovations. This will include TA to TDB and TDF to gain better understanding and ability to carry out due diligence on DRE and clean cooking sub-projects, including for E&S aspects, climate resilience and building a pipeline of viable sub-projects.

2.0 OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment for the Procurement Specialist is to provide Procurement and Contract Management services in accordance with World Bank's Procurement Regulations and TDB procurement guidelines to the World Bank RIFF and ASCENT REAF projects. This is intended to ensure adequate procurement and contract management capacity of TDB to accelerate the implementation of the project activities and ensure procurement and execution of project activities within scope, time, and quality to achieve value for money.

3.0 SCOPE OF CONSULTING SERVICES AND SPECIFIC TASKS OF THE ASSIGNMENT

The scope of the Procurement Specialist responsibilities in the RIFF and ASCENT REAF projects will include reviewing and handling the technical, commercial, and legal aspects of procurement in consultation with the TDB team at all stages of the project cycle, including analysis of systemic and other procurement issues, procurement planning, design, implementation and management, and capacity training of other staff.

3.2 Specific tasks of the assignment

The specific tasks will include but not limited to:

3.2.1 Procurement Management and Planning:

- a) Provide operational advice to the TDB Group on concepts, policies and procedures for procurement of goods and services and selection of consultants including for training related sourcing
- b) Assist in the preparation and consolidation of Procurement Plans and monitoring the implementation of approved procurement plans

- c) Update the Procurement Plan for the Project as necessary, and upload processed procurement documents in the World Bank's and other similar entity Systematic Tracking of Exchanges in Procurement (STEP) for review and approval
- d) Assume responsibility for being alert to any indication of unethical behaviour and report such behaviour to the appropriate immediate supervisor
- e) Make sure that sufficient training is given to staff involved in the procurement approval process.

3.2.2 Procurement Process Management:

- a) Ensure all tender/ notices are as per the Standard Bidding Document (SBD) adhering to the World Bank's Procurement Regulations and procedures and norms; and ensure their publication in recognized and widely circulated international and local newspapers as needed
- b) Issue the requisite procurement documents to prospective suppliers, contractors and consultants.
- c) Support the receipt and opening of quotations, bids and proposals
- d) Support the evaluation of quotations, bids and proposals as appropriate
- e) Issue clarifications or amendments, including extension of bid submission dates, to the bidding documents or RFPs as necessary
- f) Prepare Notification of Award to bidders to be issued by TDB and prepare contract agreement and arrange the contract for signature adhering to the World Bank's procurement regulations and Instruction to bidders/consultants of the issued document
- g) Facilitate responding, in a timely fashion, to any bidder's complaints including preparing draft responses that TDB will provide to procurement complaints received and facilitate the conduct of de-briefing when requested by bidders
- h) Prepare and publish contract awards.

3.2.3 Monitoring/Reporting and Documentation:

- a) Consolidate quarterly, semi-annual and annual procurement progress/performance reports of the RIFF, ASCENT and other project funded procurement as applicable for submission to the World Bank and other similar entity.
- b) Establish and maintain a central procurement filing system exclusively for RIFF, ASCENT and other project funded procurement as applicable, and ensure all related documents are maintained in the respective files, for ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors, authorized World Bank and other similar entity procurement specialist and staff during post-procurement reviews

3.2.4 Contract Management:

- a) Prepare and update the contract registry as per the agreed forms for signature by the head of procurement at TDB
- b) Monitor contract management by the user departments to ensure proper implementation of contracts in accordance with the stipulated provisions of the signed contracts
- c) Review and certify the contractor/supplier's and procurement specialist's requests for payments, depending on the type of payment modality specified in the contract
- d) Properly close the contract if there is no dispute
- e) Support TDB management in the conduct of negotiations for an amicable settlement with the contractor/supplier/consultants, if there are any disagreement or disputes

- f) Monitor implementation of each contract to ensure timely receipt of the goods and consultancy services' monthly status reports.
- g) Ensure that payments are affected to the contractor /supplier/consultants in a timely manner when the milestones in the contacts are completed as stipulated in the contract agreement
- h) Assist in drafting of contract documents in line with award decisions and preparation and issuance of debriefing letters and responses to procurement-related complaints
- i) Support in maintaining and archiving relevant procurement and contract records

In addition to the above, the consultant will undertake any other assignments given by the TDB especially procurements assignment of other entity who are TDB Grant partners

4.0 DURATION OF THE ASSIGNMENT

The assignment will be for an initial twenty-four (24) calendar months. This period is subject to continuity based on satisfactory performance, extension of the project, budget availability and operational needs. The position shall be based in Nairobi, Kenya, at the TDB office at 184 Lenana Road, Nairobi, Kenya, with the possibility of remote work upon agreement with TDB.

5.0 REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES

The Procurement Specialist will be expected to deliver the following outputs:

Table 1: Reporting requirements

S/No.	Deliverables/Reports	Timelines after contract commencement	Format of submission
1.	Monthly report and monthly time sheet indicating activities undertaken within the month, and the outputs of the assigned activities as support of service performance for invoiced payment claim, by the Consultant.	Within 7 days after the end of the reporting month	Soft copy

6.0 PAYMENT SCHEDULE/REMUNERATION

The Procurement Specialist shall be remunerated based on a monthly rate, which will be negotiated with the successful candidate during Negotiations. Remuneration will be based on national competitive rates, commensurate with the selected candidate's area of expertise and work experience, provided he or she has satisfactorily fulfilled all requirements stipulated here in above.

Payment shall be monthly upon submission and approval of the monthly reports. Costs incurred by the Procurement Specialist outside the TDB office will be reimbursed upon submission of a statement of expense and verifiable supporting documentation to TDB.

7.0 MINIMUM REQUIREMENTS PROCUREMENT ASSISTANT QUALIFICATIONS AND EXPERIENCE

The Procurement Specialist shall possess the following minimum qualification and experience:

- a) At minimum a Bachelors' Degree in Procurement, Management, Business Administration, Accounting, Law, Engineering or closely related field from a university recognized;
- b) A minimum of ten (10) Years of general experience in the procurement field;
- c) A minimum of five (5) years of specific work experience in similar assignments with World Bank-funded projects or development partner-funded projects, such as: procurement of works, goods, non-consulting services and consulting services;
- d) Be registered with valid membership and valid annual practicing license from recognized professional body.

8.0 MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT

TDB is the Client for these services. The Procurement Specialist will report to the Associate Group Executive, POD/CSA Departments and on a day-to-day basis, work closely with the Technical Assistance Coordinator and Facilities and Property Management Officer/Administrative Officer at TDB.

9.0 OBLIGATIONS OF THE CLIENT

The Client will provide:

- a) Suitable furnished office space
- b) Telecommunication
- c) Suitable Office Equipment
- d) Transport to field assignments, as and when required

Where travelling individually on project duties, subsistence allowance shall be paid in the accordance with TDB's travel policy. All individual travel shall be approved prior to the task by the TDB Coordinator.

10.0 OBLIGATIONS OF THE PROCUREMENT SPECIALIST

The Procurement Specialist shall perform and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices.

The Procurement Specialist shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to TDB, and shall at all times support and safeguard the Project's legitimate interests in any dealings with the third parties.

The Procurement Specialist has an obligation to disclose any situation of actual or potential conflict that impacts on capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Procurement Specialist or the termination of his/her Contract.

11.0 CONFIDENTIALITY, PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS.

- i. All the reports, data, and information developed, collected, or obtained from the implementing agencies etc, Client, and other Institutions during this exercise shall belong to the Client. No use shall be made of them without prior written authorization from the Client.
- ii. At the end of the Services, the Procurement Specialist shall relinquish all data, manuals, reports and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.