

TERMS OF REFERENCE

PROCUREMENT SPECIALIST (Project Implementation Unit)

Plastic Free Rivers and Seas for South Asia Project

Background

The South Asia Co-operative Environment Programme (SACEP) received financing of US\$ 37 million from the World Bank under the Plastic-free Rivers and Seas for South Asia (PLEASE) Project (Grant IDA-D6480), as per the Financing Agreement signed on 8 June 2020. A portion of these funds is intended to be applied toward the cost of consulting services under the project.

Plastic waste that pollutes the land, flows into rivers and ends up in oceans, threatens development and has far-reaching economic, ecological, and health impacts. South Asia is the third-largest contributor to global plastic waste, and unless action is taken, the region's waste is estimated to double by 2050.

The Plastic Free Rivers and Seas for South Asia project will help coordinate action and facilitate the region's transition to a circular plastic economy by encouraging investments and greater collaboration between the public and private sectors and across countries. Since many of South Asia's rivers and seas span across national boundaries, a regional approach is necessary to address plastic pollution that leaches into waterways and ends up into the ocean.

The objective of the Project is to strengthen innovation and coordination of circular economy solutions to plastic pollution flowing into South Asian Seas.

The Project consists of the following components:

Component 1. Supporting Competitive Block Grant Investments to Reduce Plastic Waste

1. Supporting circular plastic economy solutions to reduce plastic waste by implementing a program of regional competitive block grant investments, providing Regional Competitive Block Grants ("RBGs") to eligible organizations in South Asia ("Eligible RBG Beneficiaries").
2. Facilitating exchange of circular plastic economy knowledge between Eligible RBG Beneficiaries and selected South Asian countries and promoting awareness raising activities.

Component 2. Leveraging Public and Private Sector Engagement and Solutions

1. Supporting development of strategies, action plans, policies, and standards to harmonize plastic pollution mitigation measures through: (a) developing and implementing a multi-year plastic policy support program, working with leading universities and organizations; (b) developing a database for lifecycle analysis, data collection, and modelling related to plastic across selected industry value chains; and (c) supporting communication activities.
2. Supporting circular use of plastic in the economy through regional public private collaboration and engagement in South Asia, including designing and organizing annual or more frequent meetings of representatives from public and private sectors.

Component 3. Strengthening Regional Integration Institutions

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- a. Carrying out works to support construction of SACEP's new headquarters and providing technical assistance to, and building capacity of, SACEP to discharge its functions, including coordination with relevant regional organizations and uniform collection, analysis, and interpretation of pollution data.
 - b. Supporting development of a fund for sustainability of existing activities and accelerating circular plastic economy solutions ("Sustainability Fund").
2. Supporting SACEP in the implementation and overall management of the Project, regarding the aspects related to social and environmental safeguards, monitoring, reporting and evaluation, complaints handling mechanisms, as well as financial audits.

SACEP is the responsible implementing agency for this project. SACEP is an inter-governmental organization established by Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka in 1982 to promote and support protection, management and enhancement of the environment in the region. In addition, SACEP serves as the secretariat of the South Asian Seas Programme (SASP), one of 18 such Regional Seas Programmes of the United Nations Environment Program. The regional project would strengthen SACEP to administer relevant project activities via the following insertional structure, which includes a Ministerial Level Governing Council (GC), Consultative Committee (CC), National Focal Points (NFPs), Subject Area Focal Points (SAFP), and a Colombo-based Secretariat.

The Project Implementation Unit (PIU) will be established by the SACEP Secretariat to assist the project implementation and be administratively housed within the Secretariat as a subsidiary organ, which it is able to establish according to its existing mandate. The PIU is responsible for all aspects of the day-to-day management of the project, including planning, budgeting, technical coordination, implementation supervision, M&E, and ensuring compliance with the World Bank environmental and social (E&S) standards. In addition, PIU has technical capabilities to advise the SACEP member states on national and regional planning and will hire (through the project) and second through partnership arrangements with member states and project partners [UNEP, UNDP, and PARLEY] the necessary skills required.

The PIU will be led by a Project Director and will include a team of specialists responsible for project management, financial management, procurement, environmental safeguards, social safeguards, monitoring and evaluation, communications as well as support staff. The PIU will hire specialized consultants as necessary for above positions and for any other specific technical assistance for overall implementation of activities. The PIU will liaise closely and also ensure overall coordination of all project entities to ensure necessary data and information are shared and collated for reporting to the Project Steering Committee and the World Bank.

SACEP therefore intends to hire a Procurement Specialist to oversee the procurement functions of the project as an Individual Consultant.

Key Tasks

The Procurement Specialist will report to the Project Director (PIU), under the guidance of Director General of SACEP and will be responsible for the overall management of procurement under the project. He/she will fulfil the requirements of the procurement procedures to be followed related to the activities being undertaken by the project with the responsibility of ensuring compliance with The World Bank Procurement Regulations for IPF Borrowers Procurement in Investment Project Financing-Goods, Works, Non-Consulting and Consulting Services, July 2016 Revised November 2017 and August 2018' and the requirements of the project.

The Procurement Specialist will be directly responsible for the following tasks:

- The Procurement Specialist will, among other things, provide guidance to the Project Director on all procurement matters, progress and constraints with the implementation of the procurement packages;
- Work in coordination with the Technical Specialists and Staff in the PIU and advise them on procurement issues;
- Be responsible for the development of detailed procurement plans for activities identified under the project in line with Annual Work Plan and, in consultation with the PIU;
- Ensure that procurement procedures are carried out in accordance with the Procurement Plan and World Bank Procurement Regulations
- Guide the PIU and ensure quality throughout the procurement processes including formulation of the evaluations of the technical proposals submitted by the proponents to the Appraisal Committee;
- Guide assigned staff of the sub-projects of Regional Competitive Block Grants (RBG) on procurement and related issues;
- Prepare bidding documents and draft contracts for goods, works and non-consultant service contracts following Open International Competitive Procurement), Open National Competitive Procurement and shopping procedures;
- Prepare the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation For Bids (IFBs), requests for Expressions of Interest (EOI), Request for Proposals (RFPs) and other solicitation documents in accordance with the schedule in the procurement plan;
- Support the PIU for organizing bid evaluation meetings as follows: (1) arrange a venue and the timing of bid evaluations with evaluation panel members, (2) prepare necessary bid evaluation packages (bid documents, proposals, evaluation sheets and etc.) and distribute them to evaluation panel members, (3) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (4) provide other necessary technical supports to facilitate the service/equipment procurements;
- Provide guidance on consultant short-listing and bid and proposal evaluations;
- Provide training for PIU Staff, SACEP staff, Technical Evaluation Committees and recipients of Sub-projects of RBG in the preparation of Terms of References (TORs), Invitation for Expression of Interests (EOIs) and consultant short-listing; preparation of RFP and proposal evaluations and draft contracts for consultants and non-consultant service; Preparation of specifications and bidding documents and evaluation;
- Participate in technical meetings and provide recommendation to improve the project implementation in terms of procurement-based analysis on capacity development needs;

- Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process;
- Prepare quarterly reports on procurement status;
- Establish and maintain close links with the sub-projects (RBG) implementing agencies and ensure their compliance with all relevant requirements and the adherence to SACEP and World Bank procedures in implementing their work plans;
- Conduct general reviews of procurement performance and submission of reports; and Liaise with the World Bank for obtaining clearances and 'no objection' on procurement activities;
- Any other duties assigned by the Project Director.

Required Qualifications, Expertise and Competencies

Eligible candidates should have the following minimum qualifications, experience, and competencies:

- a) A Bachelor Degree in Accounting/ Management/Engineering/ Business Administration/ Economics/ Commerce/Law or any other relevant field from a recognized University; A post graduate qualification from a recognized University, in any of the fields mentioned would be an added advantage;
- b) Or Full Professional Qualifications in Supply Chain Management/Accountancy/ Management Accountancy or an allied profession;
- c) And 08 years post qualification work experience in a position in the procurement area (use of internationally accepted contract documents for works, goods and services; sound understanding of principles underlying good procurement practices and World Bank procurement procedures) of which at least 2 years in a World Bank funded project;
- d) Familiarity with World Bank Procurement Guidelines, Procedures and Regulations; Administration of the STEP System.
- e) Ability to deliver technical services such as preparation of Procurement Plans, Project Implementation Plans, Preparation of Procurement Documents and Evaluations etc. as required by the Project and advice the Project Director and the Director General of SACEP;
- f) Ability to guide and deliver the range of procurement activities required by the project;
- g) Ability to interact with staff in the relevant agencies;
- h) Effectiveness in analyzing and resolving project implementation issues;
- i) High level of computer literacy, including Word, Excel, email and the internet;

- j) Strong interpersonal and motivational skills and sensitivity to the local environment, as well as the ability to work with minimal supervision;
- k) High level of proficiency in written and spoken English and report writing.

Schedule

This is a full-time position. The service is period of 8 months. The contract is renewable, subject to satisfactory performance, for the duration of the project. There will be an initial performance review by the Project Director and Director General of SACEP and the management after six months. Thereafter, there will be an annual performance evaluation.

Salary

Appropriate compensation will be offered to the right candidate