

## **Term of Reference Procurement Unit Head**

### **1. Back Ground:**

The Environment Protection Fund (EPF) is a financially autonomous institution under the Government Office. It was established in 2005 to strengthen environmental protection, sustainable natural resource management, biodiversity management and community development in Lao PDR. It manages an endowment provided by the Asian Development Bank (ADB) and voluntary contributions from hydropower and mining companies. In addition, the Government of Lao PDR (GoL) received financing from the World Bank which it has entrusted EPF to implement through its standard sub-project mechanism in three of its five financing windows (Community and Biodiversity Investment (CBI), Policy Implementation and Capacity Enhancement (PICE) and Water Resource Management (WRM). The EPF responds to a Board, chaired by the Deputy Prime Minister and co-chaired by the Minister of Finance and is managed by a secretariat, the EPF Office (EPFO). A Technical Committee (TC) has been appointed to assist with sub-project review, approval and supervision.

### **EPF Operations**

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The EPF operates a sub-project mechanism dispatched through five thematic windows. The administration of the sub-projects is guided by various instruments covering sub-project operations, monitoring and evaluation, financial management and procurement. The EPFO is led by an Executive Director (ED) and a deputy. Four management units are proposed to be established with support from LENS2: Operations, Finance, Procurement and Administration. The new Operations Unit will include the following technical positions: a safeguard officer, M&E officers, three subproject coordinators/facilitators assisting with development and supervision of sub-projects at central and provincial level and a fundraising/communication officer. At the same time, the EPFO is launching a change-management process to optimize its organization and staffing in order to be able to handle a large portfolio of sub-projects more efficiently.

### **2. Objective of the assignment:**

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The objective of the assignment is to support the EPF procurement function with a focus assisting procurement for EPF and LENS2 projects.

### **3. Duties and Responsibilities:**

The Procurement Specialist will be responsible for leading and managing a procurement team comprising of several procurement staff in the EPF office to successfully implement all procurement activities of the Project.

He/she will report to the EPF director/vice directors and, as the case may be, directly to the Steering Committee on the procurement implementation. He/she will be accountable for ensuring all procurement is conducted in accordance with the procurement procedures agreed between the World Bank and the Government of Lao PDR in a manner of economy, efficiency and transparency. Specifically the Procurement Specialist will be required to:

- i) Guide the preparation, review and clearance of procurement planning for the Project to submission for approval. Following up with concerned government partners and the World Bank in order to have the procurement plans approved in a timely manner.

- ii) Guide the preparation of, review and clearance of draft bidding documents, requests for proposals for all procurement prior to submission for approval. Follow up with relevant Government partners and the World Bank (if required by the Financing Agreements) in order to have these bidding documents approved and issued in a timely manner according to the approved procurement plans.
- iii) Guide and manage the processes of advertising, bid receipt and bid opening strictly in accordance with the agreed procurement procedures.
- iv) Participate, as a permanent member, in the evaluation committees, providing guidance to other members on procurement aspects in the process of evaluation of bids or consulting proposals. Guide, review and clear all bid evaluation reports prior to submission for approval. Follow up with the government partners and the World Bank (if required) in order to have bid evaluation reports approved in a timely manner.
- v) Guide the preparation of, review and clearance of all draft contracts prior to contract signing. Following up with government partners and the World Bank (if required) in order to have bid evaluation reports approved in a timely manner.
- vi) Guide and manage other activities required under procurement processes.
- vii) Review and clear all correspondence with bidders during procurement process.
- viii) Manage the procurement filing/record system in the office in a systematic and retrievable manner.
- ix) Use Procurement Tracking Form to monitor and report the procurement implementation progress/status to EPFO management and the World Bank as required.
- x) Perform day-to-day supervision of the performance by identified staff from participating Ministries, and provide on-the-job training and timely assistance enabling them to successfully carry out their jobs.
- xi) Coordinate with Sub Projects and consultants during implementation.
- xii) Transfer knowledge and train the local procurement personnel with respect to conducting procurement activities in compliance with the requirements of the project's financing agreements.
  - xiii) Review and update procurement plan of EPFO and all Sub Projects to be procured
  - xiv) Ensure that the procurement is done accordance with the timeframe in the procurement plan and according to the Manual.
  - xv) Prepares quarterly procurement monitoring reports.
  - xvi) Recommend improvements in procurement guideline.
  - xvii) Put in place the necessary project protocols to systematize Sub-Project implementation, monitoring and reporting and ensure that performance-based targets are attained.
  - xviii) Update Procurement Operation Manual.
  - xix) Performs other tasks within reasonable scope deemed appropriate and requested by the Executive Director/the deputy Executive Director.

#### **4. Management of the Assignment and Time Frame**

The Procurement Unit Head will report to ..... and will oversee the day-to-day running of the Procurement Unit, including management of the ..... The services of

the Procurement Unit Head are for **twelve months** (renewable depend on satisfactory performance), full-time based at Vientiane Office, with the possibility of extension over the duration of the project. The Procurement Consultant will be based in Vientiane, Lao PDR.

## **5. Deliverables**

The Procurement Unit Head will be required to deliver the following tasks:

- Prepare project bid advertisements, bidding documents, evaluation reports, requests for proposals for consulting services, draft contracts and other procurement related documents.
- Update the procurement plan and tracking form every month.
- Assist in updating the annual work plan, progress reports and interim financial reports.
- Assist in preparing and oversee the delivery of a procurement capacity building plan for the EPF staff.

## **6. Key Qualifications**

The minimum qualifications of candidates are as follows:

- i) Possess undergraduate degree in a technical field, preferably in civil engineering, procurement, business or commerce.
- ii) Have at least 5 years of experience in performing assignments related to the procurement field.
- iii) Have good knowledge and understanding of both international and national procurement procedures, processes and practices (knowledge of World Bank procurement is an advantage)
- iv) Have good knowledge and understanding of the government administrative systems as well as the government's clearance and approval procedures applicable to procurement.
- v) Have the ability to apply good judgment and interpretative skill in dealing with procurement-related issues including common technical and commercial aspects of bidding and bid documents, bid evaluation, contracts and other procurement documents.
- vi) Have good skills and ability in effectively communicating and coordinating with EPF staff, consultants, government officials and the World Bank staff
- vii) Have good managership skill, ability to work under pressure;
- viii) Have the ability to communicate in English and have basic computer and internet skills.