

REQUEST FOR EXPRESSIONS OF INTEREST(REOI)

(CONSULTING SERVICES – INDIVIDUAL SELECTION)

UNITED REPUBLIC OF TANZANIA
ZANZIBAR ENERGY SECTOR TRANSFORMATION AND ACCESS PROJECT

CREDIT NUMBER: 68970-TZ
CTF LOAN NUMBER: TF0B5747-TZ
CTF GRANT NUMBER: TF0B5660-TZ

Assignment Title: Selection of Procurement Consultant

Reference No: P169561

The Revolutionary Government of Zanzibar through The United Republic of Tanzania, intends to implement the Zanzibar Energy Sector Transformation and Access Project (ZESTA) with financing from the World Bank. The Revolutionary Government of Zanzibar intends to apply part of the proceeds for consulting services of procurement consultant.

Objective

The Procurement Consultant will be required to manage the procurement of goods, services, and works under the proposed project, in accordance with World Bank Procurement Regulations for Borrowers. This will include the planning, implementation and supervision of all procurement operations under the project.

Zanzibar Electricity Corporation seeks to engage the consultant services of a **Procurement Consultant**, on a full-time basis, to oversee the planning and management of procurement activities under the proposed project.

The consulting services include but not limited to

- a) Ensure that all procurement activities are carried out in accordance with the agreed project documents and procedures, including the Financing Agreement, the Project Implementation Manual, the World Bank Procurement Regulations and the Revolutionary Government of Zanzibar (RGoZ) Public Procurement and Disposal of Public Asset Act and its Regulations, where applicable.

- b) Prepare the project's Annual Procurement Plan in close collaboration with implementing Unit (IU) staff and User Departments, monitor procurement implementation and update the procurement plans annually and/or whenever the need arises.
- c) Prepare procurement documents for goods and works including the preparation of Specific Procurement Notices (SPNs), Invitation for Bids, Procurement Documents, advertisements, Request for Quotation documents, organizing and conducting bid openings, evaluating bids and preparing evaluation reports, preparing contracts, obtaining the necessary approvals and No Objection Letters from the World Bank where required, and arranging for contract signing and distribution to appropriate authorities.
- d) Liaise with PIU Staff, User Departments and technical teams to prepare procurement documentation for consulting services including preparation of Terms of References, preparation of requests for Expressions of Interest (EOI), advertisements, evaluating EOIs, preparing Request for Proposal documents, evaluating proposals, obtaining the necessary clearances from the World Bank where required, participating in contract negotiations, preparing minutes of negotiations and draft contracts, and making arrangements for contract signing and distribution to the appropriate authorities.
- e) Lead the bidding and selection processing, including organizing pre-bid or pre-proposal meetings, providing clarifications, coordinating the receipt of bids/proposals, leading and participating in the opening of bids/proposals/EOIs.
- f) In close consultation with User departments, participate in evaluation of EOIs, quotations, bids, and proposals and prepare and make submissions to the Tender Board and the World Bank when required.
- g) Prepare draft contracts for review and clearance by the Tender Board and the World Bank and ensure timely signing of contracts and publication of contract awards.
- h) Coordinate the acquisition of Bank's No Objections using the World Bank procurement tracking system STEP (Systematic Tracking of Exchanges in Procurement) where applicable and make follow-ups where necessary.
- i) Use STEP to plan, track and record procurements and keep it regularly updated as required by the Procurement Regulations.
- j) In addition to STEP (the Bank's procurement tracking system), establish a simple procurement management tracking system that monitors the implementation of procurement activities.

- k) Monitor the management of contracts by Contract Managers and prepare periodic project contract management reports on the status of implementation of contracts.
- l) Establish and maintain a robust filing and record keeping system that ensures that procurement records are easily retrievable and available for procurement audits and to other authorised agents and/or the World Bank staff during post-procurement reviews.
- m) Prepare and update the Procurement/Contract Register and prepare quarterly procurement progress reports.
- n) Involve in managing contracts and help user departments in administrating the contracts.
- o) Conduct capacity building including training for IU staff in World Bank procurement procedures and processes, and procurement data management.
- p) Carry out any other procurement-related activity under this project that may be assigned by the Project Manager.

The assignment shall be on full term basis for a period of three (3) years, subject to a probation period of six (6) months and satisfactory performance. The contract may be extended subject to satisfactory performance and depending on need. The consultant will obtain his own insurance during the contract period. The consultant will be based at the head office of ZECO with occasional travel to the project implementation sites for monitoring as and when the need arises.

The Zanzibar Electricity Corporation now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The minimum shortlisting criteria are:

- a) A Master's Degree in Procurement, Economics, Business Administration, Project Planning and Management subject to Bachelor's degree in Procurement
- b) Professional qualification in procurement from recognised institutions such as the Chartered Institute of Purchasing and Supply (CIPS) will be an added advantage.
- c) At least seven (7) years general experience in procurement and contract management. demonstrable knowledge of World Bank or Multilateral Development Bank procurement policies and procedures is an added advantage.
- d) Three years' experience in handling large value contracts, works, goods and services that are subject to international competitive bidding preferably under World Bank Procurement Regulations/ Guidelines.

- e) Working knowledge of the Zanzibar Public Procurement and Disposal of Public Assets Act, 2016, and its Regulations.
- f) Good written and verbal communication skills in English.
- g) Computer knowledge and skills in MS Word, MS excel and internet/email is a mandatory requirement.
- h) Eligible and have no conflict of interest as per World Bank's procurement regulations.
- i) Responsible for safety and security of the Procurement record.

Proven integrity and confidentiality in handling public resources and in executing duties. 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" November 2020, setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the individual Selection method set out in the Bank's Procurement Regulations.

The detailed Terms of Reference (TOR) for the assignment *can be found at the following website:* www.zeco.co.tz/index.php/en/

Further information can be obtained at the address below during office hours, 08:00 am to 5:00 pm (EAT). Expressions of interest must be delivered in a written form to the address below in person (hard copy along with an USB drive), or e-mail by 28th September 2021, by 02:00 pm

Zanzibar Electricity Corporation
Attn: Rajab Omar Mohammed (Procurement specialist)
P.O.Box 235
Gulioni Zanzibar
Tel: +255 777 785070
E-mail: zesta.procs@zeco.co.tz