

ZANZIBAR ELECTRICITY CORPORATION (ZECO)

ZANZIBAR ENERGY SECTOR TRANSFORMATION AND ACCESS PROJECT (P169561)

Terms of Reference for Procurement Specialist

1) Background

The United Republic of Tanzania, through the Ministry of Water, Energy and Minerals (MoWEM) of Zanzibar, intends to implement the Zanzibar Energy Sector Transformation and Access Project (ZESTA) with financing from the World Bank. The objective of the proposed project is to expand access to reliable and efficient electricity services and to scale up renewable energy generation in Zanzibar. The project will be implemented over a period of six years and will comprise of three components:

Component 1: Renewable Energy and Storage Infrastructure Development

This component will support development of Zanzibar island's first grid-scale solar PV generation plant and battery storage infrastructure. The investment will improve security of supply in Unguja and help to meet the growing electricity demand in the near term, while paving the way for future scale-up of renewable energy.

Component 2: Grid Modernization and Access Scale-up

This will include construction of the first 132kV high voltage transmission backbone infrastructure to meet the growing power demand, evacuate power from the proposed solar PV power plant and improve power supply quality and reliability across Unguja. In addition, the proposed project will finance investments for distribution network strengthening and electricity access scale-up.

Component 3: Sector Institutional Strengthening and Project Implementation Support

This component will support project implementation, sector institutional strengthening, and design and implementation of key planning, strategy, and regulatory frameworks, including those on energy efficiency and gender.

The project will be implemented by Zanzibar Electricity Corporation (ZECO) and the Ministry of Water, Energy and Minerals (MoWE) of Zanzibar. ZECO will implement Component 1, Component 2, and relevant parts of Component 3, while MoWE will implement the bulk of Component 3. ZECO and MoWEM will each establish a dedicated Project Implementation Unit (PIU) headed by a Project Manager and supported by staff with requisite technical, fiduciary, and social and environmental safeguards skills.

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

2) Objective

The Procurement Specialist 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.

3) Scope of Work

The Procurement Specialist will be responsible for the management of all project procurement activities as part of the project implementation arrangement, in accordance with World Bank Procurement Regulations. The Procurement Specialist shall perform the following tasks:

- 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 IU staff and User Departments, monitor procurement implementation and update the procurement plans annually and/or whenever the need arises.
- c) Prepare procurement documentation 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) Conduct capacity building including training for IU staff in World Bank procurement procedures and processes, and procurement data management.
- o) Carry out any other procurement-related activity under this project that may be assigned by the Project Manager.

4) Qualifications and Experience

- a) A Bachelor's degree in Procurement, Business Administration, Economics, Commerce, Engineering or Law.
- b) A Master's Degree in Procurement, Economics, Business Administration, Project Planning and Management will be an added advantage.
- c) Professional qualification in procurement from recognised institutions such as the Chartered Institute of Purchasing and Supply (CIPS) will be an added advantage.
- d) At least seven (7) years' general experience in procurement with at least three (3) years working on projects funded by the World Bank or other Multilateral Development Banks.
- e) Three years' experience in handling high value contracts, works, goods and services that are subject to international competitive bidding under World Bank rules.
- f) Demonstrable knowledge of World Bank or Multilateral Development Bank procurement policies and procedures.
- g) Working knowledge of the Zanzibar Public Procurement and Disposal of Public Assets Act, 2016, and its Regulations.
- h) Good written and verbal communication skills in English.

- i) Computer knowledge and skills in MS Word, MS excel and internet/email is a mandatory requirement.
- j) Proven integrity and confidentiality in handling public resources and in executing duties.

5) Reporting

The Procurement Specialist will report to the Project Manager of the ZECO IU.

6) Key Performance Indicators/Deliverables

- a) Updated project annual procurement plans.
- b) STEP updated regularly.
- c) Minutes of meetings held throughout the procurement process, including short-listing, evaluation, interview and negotiation and bid openings all duly signed by panel members/participating parties.
- d) Procurement documents and reports for the supply of goods, works and services (bidding documents, request for proposals, evaluation reports, draft contracts, etc).
- e) Updated procurement documentation system.
- f) Contract management reports.
- g) Updated Procurement/Contract Register and quarterly procurement progress reports.

7) Duration of Assignment

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.

8) Duty Station

The Procurement Specialist 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.