



**THE SOUTH SUDAN ELECTRICITY CORPORATION
PROJECT IMPLEMENTATION UNIT
South Sudan - Uganda Power Interconnection Project
Terms of Reference**

1. Procurement Expert

Department/Division	Project Implementation Team (PIT) - SSEC
Office location	Juba, South Sudan
Reporting	Project Manager
Job Group	International Recruitment

2. JOB DESCRIPTION

a. The Procurement Expert will act as Technical Assistant (TA) to the PIT by providing expert advice and support on the procurement aspects of the project. He will offer guidance on implementation, problem-solving, and capacity-building and ensure the project adheres to the procurement guidelines, standards and best practices.

b. The procurement expert's primary responsibility will be to prepare, update, and follow project deliveries and installations along with the procurement plan and ensure all procurements are strictly followed. The expert will also provide procurement management support to the PIT. He or she will oversee all the procedures for the procurement of goods, services, and civil works, in line with the GoSS procurement procedures and guidelines and the AfDB procurement policy

2.1 Responsibilities Relating to the Uganda – South Sudan Power Interconnection Project

- Reporting to the SSEC PIT Project Manager, prepare, update and follow project deliveries and installations along the Procurement Plan and ensure all procurement is strictly in line with Bank procurement procedures.
- Receive and maintain contract Warranty/Guarantee documents, initiate a timely renewal of contracts for works, equipment lease, licenses, etc. as and when they fall due and to facilitate approvals and renewals prior to expiration of the contracts.
- Maintain documentation project inventory of plant, equipment and materials as well as spare part stocks handed over to the client.
- Prepare the necessary procurement/recruitment documents in line with Bank procedures, lead in evaluation and contract negotiations, and prepare amendments, change orders or Addenda as required
- Coordinate communication with local leaders, communities, government officials and other stakeholders with the Project Team support, contractors, with logistic planning for the project equipment.
- Guide the project team on preparation of procurement plan & budget.
- Prepare and implement documentation for transfer of all installed Plant, Equipment and Materials and spare parts to the owners (SSEC) at project completion.

Additional Responsibilities

- a. Receive and review procurement requests from different functions and seek relevant approvals for all procurements.
- b. Ensure that clearances/ (or no-objections) from the AfDB are obtained if required
- c. Ensure that project progress reports are delivered to SSEC and AfDB.
- d. Track the expiry dates of contracts and their advance payment and performance guarantees, ensuring that these are extended timely and at least one month before expiry.
- e. Enhance the efficiency and effectiveness of the procurement data management system, such as setting up a filing and record-keeping system that ensures that procurement records are easily retrievable and available for procurement audits; maintain complete procurement files and records, including all correspondence related to procurement activities; prepare quarterly procurement progress reports
- f. Prepare the necessary procurement/recruitment documents in line with the Bank procedures, lead in evaluation and contract negotiations, and prepare amendments, change orders or Addenda as required.
- g. Monitor and track contracts being processed, consult and work closely with contract managers to identify constraints/challenges/issues, especially deviations from agreed procurement schedules.
- h. Facilitate any post-procurement review exercises.
- i. Guide the project team on the preparation of procurement plans and the Budget
- j. Prepare and update the procurement/contract register (list of all procurement contracts signed).
- k. Ensure the confidentiality of reports of evaluating bids up to the award of contracts;
- l. Make sure that the unsuccessful bidders receive the necessary information immediately after the decision to award the contracts;
- m. Report immediately any noted practices contrary to good governance, including fraud and corruption or governance issues with procurement or other staff, bidders, and consultants.
- n. Enhance the capacity of SSEC staff involved in procurement through mentorship and training sessions.
- o. Carry out any other relevant duties as may be delegated by the Project Manager/Coordinator.

3. REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE

3.1 The candidate should have the following

- A degree in procurement. A Master's degree is added advantage
- Shall be a member of good standing of a recognized body of procurement experts
- Professional experience of 10 years, 7 of which shall be in project-related procurement duties
- Shall possess good interpersonal relationship skills
- Shall have good knowledge of international trading protocols, taxation and documentation
- Shall have good knowledge of stock-keeping and associated documentation
- Must have good command of English and be able to communicate clearly and proficiently
- Must have worked in a similar position in at least two (2) projects funded by a multilateral financial institution in the last 7 years and be familiar with the respective procurement processes, procedures and documents

3.2 Additional skills

- a) Working knowledge in the post-conflict country environment such as South Sudan is desired.
- b) Shall have good knowledge of international trading protocols, taxation and documentation
- c) Proven integrity and confidentiality in handling public resources.

4. DURATION OF THE ASSIGNMENT.

The successful candidate will sign a two-year contract renewable every year based on the candidate's performance, conduct on the job, need for the services and availability of resources. The contract will have a six (6) month probation period. The decision to terminate the contract, for whatever reason, shall require justification by the client and the Bank's No Objection.

5. TERMS AND CONDITIONS OF THE CONTRACT

The Terms and Conditions of the contract shall be those prevailing within the South Sudan Electricity Corporation Policies for similar assignments and within the limits provided in the Bank's PAR and the Grant Agreement.

6. CONFIDENTIALITY OF CLIENT'S INFORMATION

Information received from the clients and key project stakeholders for transboundary projects is highly sensitive and CAN NOT be used or shared outside the project fraternity without express permission of the sources and clearance by the PIT/SSEC and No Objection of the AfDB. Consequently, all reports, documents, data, and information entrusted to the consultant by the Clients and close stakeholders in the process of the assignment shall remain the property of the Client and shall remain confidential and shall not be shared with any other party outside the SSEC and the AfDB without prior clearance by SSEC Authority and a No Objection from the AfDB. A record of such reports, documents, data, and information shall be maintained to facilitate handing them back at the end of the consultant's contract period or upon termination.