



Date of Issuance: 13 September 2018

Date and time Expression of Interest (EOI) due: 27 September 2018 **No later than 4:00 pm local time**

Drop off EOI to Main Office: Ministry of Internal Affairs, Taufa'ahau Road, Nuku'alofa

Email Submission of EOI: Please email to: etongotea@mia.gov.to

Attn: Acting CEO, Ministry of Internal Affairs

Procurement Officer Terms of Reference

Assignment: Project Management Unit (PMU) Procurement Officer

Employer: Ministry of Internal Affairs & Ministry of Education and Training

Location: Nuku'alofa, Tonga

Duration: The Procurement Officer will be contractually engaged for a period of 5 years

Expected Start Date: October 2018

1. *Background*

Tonga is a small, archipelagic kingdom in the South Pacific. Tonga's population of 106,000 is spread out across 36 of its 177 islands with around three-quarters of the population based in the main island of Tongatapu. Other major islands and island groupings include 'Eua, Ha'apai, Vava'u, and the Niuaus. Its location makes Tonga one of the most geographically remote nations from major centers of economic activity in the world. Tonga has a sizeable youth population, which generally face poor labor market outcomes. Over half (56 percent) of the country's population is 24 years or younger, with a total of about 19,200 Tongans between ages 15 and 24. The potential for economic growth in Tonga is hindered by inherent high cost structures. Over the past two decades, per capita GDP has grown by 1.1 percent, compared to 2.3 percent globally. Given the employment effect of economic growth, this long-term trend has meant domestic job creation has been limited in the Kingdom of Tonga for a sustained period. As a result, a large proportion of youth fail to successfully transition into employment, remaining unemployed or inactive in the labor market well into adulthood.

Tonga is currently preparing a skills and employment project, which will be financed by the World Bank under the IDA 18 cycle. The total funding envelope is approximately US\$20.90 million. The project will be jointly implemented by the Ministry of Internal Affairs, Ministry of Education and Training, and the Ministry of Finance and National Planning. The project objective is to improve opportunities for secondary school progression and facilitate the transition to jobs in the domestic and overseas labor markets for Tongans.

The project has four interlinked components: (1) Conditional cash transfer program for secondary school enrolment and attendance; (2) Strengthening technical and vocational education and training (TVET) provision; (3) Enhancing opportunities for labor migration; and (4) Project



management, monitoring and evaluation, and centralized support. The project will support the poorest decile (some 1,500 households) with cash transfers conditional on them ensuring their secondary school age children enroll and regularly attend classes. It will provide Quality Improvement Grants to 8 TVET providers, and funds to cover tuition fees and living costs for some 600 TVET students from the poorest decile. Meanwhile, it will provide pre-departure training for some 8,000 Tongans and build a work-ready pool of 1,600 migrant workers.

The project will be managed by a Project Management Unit (PMU) located in Tungi Colonade. This PMU will be responsible for the day-to-day implementation, monitoring, and coordination of Components 1, 2, 3 and part of Component 4 of the project. The PMU will report to the World Bank on a semiannual basis on the progress of the project implementation for such components. It will be staffed with a nationally recruited Team Leader, Procurement Officer, Project Accountant, M&E Specialist, and Administrative Support Officer.

This Terms of Reference is for the Procurement Officer of the Project Management Unit.

2. Objectives of the assignment

As a member of the PMU, the Procurement Officer (PO) is required to **ensure** that the procurement arrangements successfully deliver Value for Money (VfM) in achieving the Project Development Objective.

3. Scope of Services

To achieve the above objective, and under the supervision of the PMU Team Leader, the PO is required to undertake any reasonable task to ensure the effective preparation and implementation of the SET Project, including the following tasks:

- To coordinate the preparation (or update) Projects Procurement Strategy for Development (PPSD) as defined in the World Bank's *Procurement Regulations for Investment Project Financing (IPF) Borrowers*. Attention is to be given to the topic "Market Research". The PO is required to ensure that the market analysis develops and an appropriate understanding of the market sectors that have been identified as having the potential to bid for the goods, services, and/or works required for contracts within the Projects.
- To coordinate the preparation (or update, as needed) Procurement Plans. The plans are to be prepared or updated by utilizing the World Bank's system STEP - Systematic Tracking of Exchanges in Procurement. Among other aspects, the PO shall ensure credible scheduling of all procurement activities.
- To prepare all the necessary and appropriate procurement documentation for goods, non-consulting services and consulting services. This includes, among others, Procurement Notices, Procurement Documents and Evaluation Reports and requests for clearance as needed (e.g. from government procurement office, Contracts' Committee, and from the World Bank).



- To monitor the Procurement Performance for the SET Project. Based on the Procurement Plans data in STEP, the PO is required to establish the number and amount of procurement activities to be contracted (in excel files) and to monitor progress monthly. Efficiently procurement implementation is paramount, so the PO is required to actively and pragmatically address any delays.

4. Institutional and Organization Arrangements

The PMU Procurement Officer will be hired by MIA and MET and posted Tungi Colonade, where office space and facilities will be provided. The Procurement Officer will report to the Team Leader of the PMU. The PMU Procurement Officer is required to follow MIA and MET's standard working hours, but depending on business needs, may be requested to work extended hours.

5. Section Criteria

Academic Background and Relevant Experience

- Minimum Education: BA/BS (BA/BS with a major in a relevant discipline (e.g. Business Administration, Engineering, Commerce, Law)).
- Minimum Years of Relevant Experience: 3

General Competencies

- Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.
- Strong oral and written communication skills and persuasiveness in presenting, discussing and resolving difficult issues.
- Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
- Ability to function effectively in multi-disciplinary teams within a matrix management environment.

Essential Specialized Skills/Knowledge/Competencies

- Knowledge and understanding of public procurement systems of the Kingdom of Tonga. Knowledge of the World Bank's procurement policies, processes and practices would be an advantage. Proficiency: Basic
- Diverse experience in the non-technical (e.g. commercial, procedural) aspects of procurement processing and analysis at all stages of the project cycle. Proficiency: Basic
- Proven analytical and evaluative skills, including the ability to independently provide well researched analyses of key procurement issues and problems. Proficiency: Fully Proficient or Specialist
- Strong written and verbal communication skills in Tongan and English, with ability to prepare, present and discuss findings in written and oral form. Proficiency: Fully Proficient or Specialist