



REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE
MINISTÉRIO DAS FINANÇAS:
Planning and Financial Management Capacity Building Program

Position **Procurement Adviser (National) Project Implementation Unit**
(For nationals of Timor Leste only)

Contract No DGCS 64

Objectives The consultant will advise and assist the Program Implementation Officer (PIO)-PFMCBP and the Senior Program Manager in planning and carrying out procurement activities in accordance with PFMCBP Legal Agreements and WB Procurement Guidelines. The Procurement Adviser will ensure effective, efficient, transparent and accountable procurement of goods and works as well as selection of consultants across the full program, including timely and efficient work planning, coordination with relevant technical/work units, procurement monitoring and evaluation, and reporting.

Reporting PIO-PFMCBP/Director General for Corporate Services
Senior Program Manager-PFMCBP

Counterpart Procurement Technical Support Officer

Duration June 2011

Location Program Implementation Unit – PFMCBP
Ministry of Finance, Dili, East Timor

Selection Criteria

- Minimum of a Bachelor's degree in a relevant field (Commerce, Business Administration, Law, or related field).
- At least three years progressive experience in procurement, including experience in selection and hiring of consultants and procurement of goods based on standard bidding documents as applicable.
- Familiar with the World Bank/IDA procurement guidelines and procedures or demonstrated capacity to rapidly gain familiarity.
- Previous procurement experience with an international development agency will be an advantage
- Good interpersonal skills. Strong collegial spirit and demonstrated ability to work well as a member of a multicultural team
- Experience in working with senior officials.

- Good analytical skills and sound knowledge of project management competencies.
- Fluency in English and good communication skills.

Project Background

The Ministry of Finance of the Government of the Democratic Republic of Timor-Leste¹ is looking to recruit a Procurement Adviser (National) for its Planning and Financial Management Capacity Building Program (PFMCBP).

The PFMCBP is a five-year technical assistance program supported by a grant from the International Development Association and a co-financing Multi-Donor Trust Fund. The Program started in late 2006, and is scheduled to close in July 2011. The PFMCBP provides technical assistance to *sustainably strengthen planning, budgeting, public expenditure management and revenue administration for growth and poverty reduction, with emphasis on efficiency, effectiveness, accountability, integrity, service culture, and transparency.*²

The PFMCBP has assisted the Government of Timor-Leste take forward an important reform agenda. Key achievements include implementation of a major reorganization of the Ministry of Finance; strengthening public expenditure management through simplification and strengthening of treasury systems and processes, and increased delegation of authority to line ministries; improved revenue management, including increased transparency in tax administration and reinforcing Petroleum Tax administration; and a gradual improvement in macroeconomic planning. There are important challenges ahead as the Ministry of Finance implements a strong reform program in a capacity constrained environment. The PFMCBP itself has a challenge to build capacity and enable an increased transfer of responsibility to Timorese public servants.

The Ministry of Finance is responsible for the strategic management of the PFMCBP, through its Consultative Council for Financial Management (CCFM, interchangeably known as the Senior Management Committee) chaired by the Minister of Finance. There is a dedicated Program Implementation Unit (PIU) that is responsible for day-to-day program management and implementation which has been integrated recently into the newly established Directorate General for Corporate Services.

A Supervisory Committee of donors to the PFMCBP, also chaired by the Minister of Finance, provides regular oversight on program implementation and achievements. The World Bank is responsible for program supervision, to ensure it is aligned with agreed objectives and financing agreements.

Scope of Services

The Procurement Adviser will assist the Senior Program Manager in providing procurement related advice to the PIO-PFMCBP/Director General for Corporate Services. The position will:

¹ For more information on the Ministry of Finance, please visit: www.mof.gov.tl

² For more information on PFMCBP, please visit:

<http://web.worldbank.org/external/projects/main?Projectid=P092484&Type=Overview&theSitePK=40941&menuPK=64282134&pagePK=64283627&piPK=64290415>

- Interact with all technical units and provide support in preparation and update of the Implementation Action Plan (IAP) and Procurement Plan (PP).
- Advise on appropriate procurement procedures that best suit the Program's needs within the agreed Procurement Plan and in accordance with PFMCBP Legal Agreements.
- Help prepare Terms of Reference; Specifications; Requests for Proposals/bidding documentation for all procurement activities and selection of consultants.
- Ensure timely publications of Specific Procurement Notices and Expressions of Interest when required.
- Coordinate the Evaluation Committee's meetings and record minutes.
- Monitor implementation of the PFMCBP Procurement Plan and update as required.
- Ensure that all PIU procurement is carried out in accordance with PFMCBP legal agreements, World Bank/IDA Procurement Guidelines, Selection and Employment of Consultants Guidelines, Government regulations.
- Review and update the section on Procurement of the PFMCBP Operations Manual, with the concurrence of IDA.
- Assist PIU to establish and maintain a procurement filing system, ensuring that appropriate documentation is included in each procurement file.
- Assist Senior Program Manager to compile periodic reports on consultants' outputs.
- Work in coordination with the Financial Management Adviser (National) in managing all contractual payments, disbursements, and internal and external audits and help prepare quarterly reports to the World Bank.
- Assist in the negotiation of contracts with selected consultants and in the preparation of required documents based on WB sample or standard bid docs/ evaluation reports that will be submitted to the World Bank for their clearance and "no objection" (NOL).
- Assist PIU with supervision missions undertaken by the donors of the Program.
- Provide backup to the PIU's Financial Management Adviser when necessary and take the lead for the procurement module (if there is one) in FMIS.

Key Deliverables

- Assignment Workplan within four weeks of commencement.
- Contribution to report against performance management system for consultants every three months
- Monthly Progress Reports to the PIO-PFMCBP/Director General Corporate Services and the Senior Program Officer reporting against agreed Work Plan
- Assistance in the recruitment of consultants including posting and dissemination of vacancy post announcements using available media forms
- Consultants' Selection reports that will be submitted to the World Bank for their clearance and approval (NOL)

- On-demand report on Procurement work and status, as will be required by the Program, the Ministry of Finance and/or the PFMCBP donors, including the World Bank
- Updates to the Procurement section of the PFMCBP Operations Manual for the use by the PIU-PFMCBP
- Simplified and user-friendly Procurement filing system for use by the PIU-PFMCBP End of Assignment report to the PIO-PFMCBP/DGCS and the Senior Program Manager no later than 10 working days prior to the end of contract

Performance Evaluation

Performance of the Procurement Adviser (National) will be assessed by the PIO-PFMCBP/Director General Corporate Services and the Senior Program Manager in accordance with the performance review framework for advisors in place in the Ministry.

There is probation period of three months.

Application procedure

Applications must be sent to our Programme Implementation Officer-PFMCBP at email address, pfmcbp@mof.gov.tl, no later than **17:00hours Timor-Leste time on, 26th March 2010**. Applications should include a covering letter and a detailed resume of no more than 7 pages. All applicants must also complete the Competency Framework Matrix below delineating how they have met the requirements. We do not expect that you would just cut and paste from your resume but rather explain concisely and succinctly how you have met these competences, possibly providing brief examples etc.

Only short-listed candidates will be contacted.

Competency Framework for the Position of Procurement Adviser (National) Project Implementation Unit

Competencies	Please describe how you have met these competencies
Minimum of a Bachelor’s degree in a relevant field (Commerce, Business Administration, Law, or related field).	
At least three years progressive experience in procurement, including experience in selection and hiring of consultants and procurement of goods based on standard bidding documents as applicable.	
Familiar with the World Bank/IDA procurement guidelines and procedures or demonstrated capacity to rapidly gain familiarity.	
Previous procurement experience with an international development agency will be an advantage	
Good interpersonal skills. Strong collegial spirit and demonstrated ability to work well as a member of a multicultural team	
Experience in working with senior officials.	
Good analytical skills and sound knowledge of project management competencies.	
Fluency in English and good communication skills.	