



AFRICAN DEVELOPMENT  
BANK GROUP



**Republic of Liberia**

**MINISTRY OF COMMERCE AND INDUSTRY**  
**Ministerial Complex, Congo Town**  
**Monrovia, Liberia**

**(CONSULTING SERVICES)**

**NAME OF PROJECT: Program for Advancing Youth Entrepreneurship and Investment (Sub-Project A: Liberian Youth Entrepreneurship and Investment Bank)**

Assignment Title: **Individual Consultancy to provide services as Procurement Specialist for the Project Implementation Unit**

Financing Agreement reference: **2100150043943**

Project ID No.: **P-LR-HB0-003**

Reference No. **LR-MOCI/PAYEI-PS-003-ICS-INDV**

Issue Date: **May 8, 2024**

End Date: **May 22, 2024**

## **1. Background**

The Government of Liberia through the Ministry of Commerce and Industry (MOCI) has received UA \$12 million from the African Development Bank (AfDB) for the Liberian Youth Entrepreneurship and Investment Bank (YEIB). and intends to apply part of the funds for the recruitment of a Procurement Specialist for the Project Implementation Unit (PIU) to be established at MOCI. The overarching goal of the project is to strengthen financial and non-financial business service to young women and men entrepreneurs in ways that ensure inclusion, decrease vulnerabilities, and prepare for resilience and long-term sustainability of service provision. Specifically, the project intends to youth-dedicated institutions, modeled on the AfDB's Youth Entrepreneurship Investment Bank framework that will provide affordable development and financing solutions to Liberia's youth-led businesses; develops a Youth Entrepreneurship Investment Bank (YEIB), which is the soft infrastructure of the Program for Advancing Youth Entrepreneurship and Investment (PAYEI) ecosystem, delivering financial and business development services; and set up a Business Innovation and Development Center (BIDC) that is the hard infrastructure of the PAYEI ecosystem. The project has four components, with component 1 dealing with youth entrepreneurship oversight; component 2 focuses on establishing youth-dedicated institutions; component 3 deals with deploying YEIB services; and component 4 focuses on project management. The project intends to apply part of the proceeds of the funding for eligible payments under the contract to hire an individual consultant as Procurement Specialist responsible for the smooth, timely and quality implementation of procurement processes of all activities

consistent with the rules and regulations of the African Development Bank under the supervision of the Project Coordinator.

The services included under this project are addressed below:

## **2. Job Summary/Description**

The Procurement Specialist will ensure smooth, timely and quality implementation of procurement processes of all activities consistent with the rules and regulations of the African Development Bank. He/she is responsible for the development and implementation of procurement plans of the PIU.

## **3.The Scope of the Services to be performed**

The consultant shall perform the following services:

- Prepare procurement plans in a timely and proper manner, establishment of the deadlines and monitoring of their implementation
- Establish and implement proper monitoring systems and control of procurement processes including organization of Request For Quotation (RFQ), or Request For Proposal (RFP), receipt and evaluation of quotations, bids or proposals, negotiation of certain conditions of contracts in full compliance with the Bank's rules and regulations
- Advise and guide the Project Implementation Unit in the implementation of procurement plans ensuring compliance to the Bank's rules and regulations
- Develop an effective internal control procedure as well as design and maintain a client-oriented procurement management system
- Understand relevant procurement markets using analytical tools and approaches to define more effective procurement strategies
- Conceptualize and implement contract strategy, including tendering processes and evaluation, contractor appraisal, evaluation and negotiation of offers, contract and contractor management, seek legal clarifications for considerations and payment conditions
- Provide procurement support and inputs during preparation of project-related documentations
- Provide advice to end-users to improve quality of requests; issue invitations to bid, RFPs/RFQs, as appropriate and evaluate offers for compliance with requirements in ITB/RFP
- Prepare a range of procurement-related forms, documents (short-lists, submissions, Purchase Orders/Service Contract and Amendments) and reports ensuring that all specifications, terms and conditions are accordance to Bank's standards

- Maintain effective liaison with contractors/suppliers to ensure timely delivery. Liaise with end-users, contractors and suppliers on quality deficiencies and on appropriateness of goods
- Evaluate contractors'/suppliers' claims pertaining to outstanding contracts/procurement actions; subsequent endorsement of invoices in accordance with Bank's rules and regulations
- Provide operational advice to PIU on concepts, policies and procedures for international and local procurement
- Assess procurement implications of project, evaluate institutional capacity and develop suitable procurement plans
- Negotiate and resolve difficult procurement issues and handle questions/complaints from senior officials and contractors on bidding and award issues in the project
- Assist in the development of specifications based on end-user requirements and prepare shortlists based on investigation of markets as well as policy considerations to the project
- Participate in meetings and provide regular updates
- Perform any other tasks that may be assigned to you

**Minimum Qualification, Skills and Experience:**

The ideal candidate should meet the following qualification and experience requirements:

- Hold a Master's degree or equivalent in Procurement, Banking/Finance, Business Administration, Economics, or related field and/or a Bachelor degree plus recognized professional certification(s) in procurement
- Have a minimum of 5 years of professional experience in procurement with donor-funded projects and/or development finance institutions
- Proven experience and knowledge in procurement systems, processes and methods
- knowledge of the procurement practices of multilateral development banks especially the African Development Bank
- Good knowledge of the Liberian procurement environment, policies and practices
- Sound understanding of project's financial management and procurement practices
- Ability to work with a wide range of partners and manage multiple, simultaneous and shifting demands/ priorities under tight deadlines

<b>Duty Station:</b>	<b>Monrovia</b>
<b>Start Date:</b>	TBA
<b>End Date:</b>	<b>TBA</b>
<b>Duration of Assignment:</b>	<b>1 Year</b>

The Ministry of Commerce and Industry (MOCI) now invites eligible individual consultants to indicate interest in providing these services by submitting their Curriculum Vitae (CV), demonstrating experience in performing similar assignments with references and showing responsiveness to the qualifications requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's "*Procurement Policy Framework for Bank Group Funded Operations*" October 2015 which is available on the Bank's website at <http://www.afdb.org>.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in a written form to the address below by either hard copy or email by 22<sup>nd</sup> May, 2024 @ 1700 hours (GMT) and mention "**Provision of Consultancy Services as Procurement Specialist for the Program for Advancing Youth Entrepreneurship Investment (PAYEI)**".

**Attn.**

**Deputy Minister for Administration  
Ministry of Commerce and Industry  
Ministerial Complex, Congo Town  
Monrovia, Liberia**

**E-mail:** [mewaseh76@gmail.com](mailto:mewaseh76@gmail.com), and copy the following:  
[Wlyealue@gmail.com](mailto:Wlyealue@gmail.com); [jsblango1@gmail.com](mailto:jsblango1@gmail.com)