



REPÚBLICA DEMOCRÁTICA DE TIMOR LESTE
MINISTÉRIO DA EDUCAÇÃO, JUVENTUDE E DESPORTO
OFFICE OF THE MINISTER
Rua deTuanalaran, Telp: 3339661



BASIC EDUCATION STRENGTHENING AND TRANSFORMATION (BEST) PROJECT
Basic Education in Timor-Leste

Terms of Reference (TOR)

PROCUREMENT SPECIALIST

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| Job Title: | Procurement Specialist |
| Position Number | BEST/INDV/003 |
| Category: | Individual Consultant |
| Duty Station: | Dili, Timor Leste |
| Expected Starting Date: | As soon as possible |
| Duration of Assignment: | Initially Two Years (one year probation period), extendible until the completion of the project, based on assessment of performance |

1. BACKGROUND

The BEST Project is aligned with Timor-Leste's Education Sector Plan (ESP) 2020–2024 medium- and long-term goals of expanding access to quality basic education for all and improving the efficiency of basic education^{1,2}. The key strategies and activities proposed by the ESP for achieving these goals include, among others, building new classrooms based on ranked priorities, developing minimum standards for educational infrastructures, providing training to improve school management, improving the teaching performance evaluation system, ensuring that school directors and other school officials are trained and equipped to use classroom observation tools to monitor classroom processes and provide feedback to all teachers, implementing training programs of excellence, improving printing and distribution systems for teaching learning materials (TLMs), making all learning materials available through an e-library, ensuring that book corners exist and are properly used in Cycle 1 and 2 classrooms, and developing national assessment frameworks and evaluating learning outcomes of students using international quality test instruments. The ESP also includes strengthening school system management, which ultimately contributes to the goal of improving efficiency and enhancing quality and equity of educational outcomes: The activities under the different components and subcomponents of BEST are fully consistent with the above strategies and activities. BEST is also aligned with the World Bank's Country Partnership Framework (CPF) 2020–2024 with Timor Leste. The 2020–2024 CPF is consistent with the Government's Five-Year Implementation Plan (2018–2023) that supports Timor-Leste's Strategic Development Plan (SDP) 2011–2030. The focus areas of the CPF include (a) strengthening Timor-Leste's foundation for private sector-led growth and economic stability, (b) investing in human capital and service delivery, and (c) raising productivity through investments in connective infrastructure. This project will support interventions aimed at improving areas of quality, equity, and efficiency of education outcomes.

¹ More specifically, the ESP's goals for basic education include ensuring that 98 percent of all children, boys and girls alike, have access to a full course of quality basic education (quality and equity in access) and reducing basic education dropout rate (efficiency).

² The ESP was elaborated under the leadership of the MOEYS and was endorsed by the Local Education Group in late 2019. The preparation of the ESP included multiple levels of consultations with the donor community and other local stakeholders, covering all topics in education, from ECED to higher education. Consultations were held in all the municipalities.

2. PROJECT DESCRIPTION

The project supports the implementation of a subset of activities from the ESP, which is in line with the development framework for Timor-Leste as envisaged in the government's Strategic Development Plan 2011-2030.

The project will be implemented over a five-year period of 2020-2025 and is co-financed by the International Development Association (IDA) and the Global Partnership for Education (GPE). The BEST project development objective is to improve the learning environment of basic education schools and increase the efficiency and equity of basic education programs.

The project has five components:

- **Component 1: Developing 21st Century Learning Spaces** which will support the transformation of how school infrastructure investments are made through two sub-components: **Subcomponent 1.1: Standards for 21st Century Schools** to improve the MOEYS's ability to manage the planning, budgeting, designing, financing, construction, and maintenance of basic school infrastructure projects, and **Sub-component 1.2: 21st Century Classrooms and Schools** which will finance the construction and rehabilitation of classrooms, schools, and associated non-academic infrastructure.
- **Component 2: Improving Teacher Effectiveness** which will support the provision of required training to teachers combined with effective observation of the classroom teaching-learning process by school directors, peers and other officials through **Subcomponent 2.1: Classroom and School Diagnostics that will support upgrading of a classroom observation tool**; **Subcomponent 2.2: Supporting School Leaders Training** that supports strengthening of school instructional leadership, and **Subcomponent 2.3: Supporting Teacher Quality Improvements** that will support teacher-focused interventions.
- **Component 3: Improving Teaching-Learning Material and Assessment** through **Subcomponent 3.1: Teaching-Learning Material** which supports the distribution of Cycles 1 and 2 materials and Cycle 3 curriculum revision and the development of its TLMs, and **Subcomponent 3.2: Strengthening Learning Assessments** which supports periodic national student learning assessments on a sample basis, and development of an assessment policy and strategy for enhancing the quality of the national examinations.
- **Component 4: Data Driven Planning, Budgeting, Financing and Implementation** will support the MOEYS to use data more effectively in decision making and program implementation through **Subcomponent 4.1: Integrated Sistema de Gestão Escolar** that will support the development of the system core for an integrated education monitoring and data management system and **Subcomponent 4.2: Strengthened EMIS and Personnel Management Information System**.
- **Component 5: Project Management and Implementation** will support the overall management of the project and put in place mechanisms for monitoring and evaluating the program.

3. CORE RESPONSIBILITIES:

The Procurement Specialist will be a part of the Project Implementation Management Unit (PIMU) and will be responsible for carrying out Project procurement activities as specified in the Project Procurement Plan. The procurement Specialist will coordinate and work closely with the National Procurement Commission (NPC) and relevant project stakeholders. She/he will be responsible for ensuring the smooth implementation of contracts procured under the project and that the procurement process is properly and effectively carried out in

accordance with the Procurement Regulations for IPF Borrowers July 2016 (Revised November 2017 and August 2018) World Bank Procurement Regulations and the Project Operations Manual (POM). The Procurement Specialist will provide expert support to PIMU on procurement related issues. The specialist should also be familiar with government procurement guidelines.

The Procurement Specialist will work for PIMU, which has been established to support the implementation of the project. She/He will report to the Project Manager. Under the direct supervision of Project Manager, the key responsibilities of the Procurement Specialist shall include, but will not be limited to the following:

- Coordinate with Project Manager to develop, monitor and implement need-based Procurement Plan to implement BEST project ensuring timely completion of all procurement activities.
- Lead the management of the Systematic Tracking of Exchanges in Procurement (STEP) system with appropriate technical and subject specific assistance.
- Assist technical teams of BEST with development of generic and policy compliant TORs and specifications as relevant.
- Conforming to Bank's Procurement Regulations, prepare and issue various documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract awards, contracts, and various internal processing documents required to facilitate decision making.
- Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency, cost effectiveness, and soundness of all procurements carried out under the project.
- Support organizing of bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distributing them to evaluation panel members, (iii) attending bid evaluation meetings as a note taker and keeping the minutes of the meetings, and (iv) providing other necessary technical support to facilitate the procurements.
- Oversee the preparation and revision of contracts that involve the purchase of goods and services.
- Address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance, etc. with support of relevant BEST specialists.
- Monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining the Contract Roster.
- Comply with the monitoring system for procurement and ensure the completion of the procurement process according to the procurement plan adhering to the Contract Agreements/Supply Orders.
- Develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
- Assist various audit and ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed, providing complete tracking of the procurement cycle, and responding adequately and timely to audit queries.
- Assist BEST to prepare an action plan to incorporate and embed the World Bank's and government's commitments to anti-corruption, quality assurance and transparency in the procurement of goods and services under Project.
- Ensure compliance with various fiduciary controls, etc. as stated in the POM in the procurement process and propose improvements, if any.
- Act as key liaison person in coordinating procurement capacity building initiatives.
- Liaise and coordinate with the World Bank and its supervision missions.

- Ensure adherence of the ongoing contract agreements/supply orders with all the defined conditionalities and processing of the payments after taking compliance report on deliverables from technical experts.
- Provide assistance to the Project Manager in following areas related to his/her assignment:
 - Looking after the level of transparency in procurement process;
 - Dispute resolution;
 - Assessing and identifying risks like institutional, political, organizational, procedural risk, etc. that may negatively affect the ability of the agency to carry out the procurement process;
 - Managing the process of procurement complaint resolution; and
 - Conducting Post Review Procurements and ensuring all requirements as per the Bank's Procurement Regulations are met.

4. COMPETENCIES:

The Consultant will be expected to possess the following minimum qualifications and experience:

- A Bachelor's degree in Accounting, Management, Business Administration, Engineering, Science, Economics, Commerce, or a relevant field
- Seven (7) years of professional experience (after acquiring stipulated qualification) in public/private sector procurement management with at least two years of working on public procurements with specific exposure to procurement of works, goods and consultant services
- Familiarity with government and international development agencies' procurement guidelines, procedures and regulations and latest trends for efficient and effective procurement of goods, works and services, both international and local
- High level of IT literacy, including basic proficiency in the usage of computers desktop application such as MS Office (Word, Excel, and Power Point) and experience in handling of web-based data and information management systems
- Good oral and written communication skills in English and Tetum. Knowledge of Portuguese is an added advantage
- Excellent writing, editing and analytical skills and capability of working independently

OTHER NOTES:

1. Timorese nationals and permanent resident are eligible to apply
2. Women and people with disability are highly encouraged to apply

APPLICATION DOCUMENTS REQUIRED:

1. Letter of Application clearly mentioning job title and position number
2. Latest Curriculum Vitae with at least two traceable references
3. A copy of the latest academic diploma/certificate obtained
4. A copy of national ID

SUBMISSION OF APPLICATION DOCUMENTS:

Direção Nacional de Recursos Humanos
Ministério de Educação, Juventude e Desporto
Vila-Verde, Dili
Attention: Mr. Jacob Ribeiro / Chefe Departamento Personnel