

Ministério do Planeamento, Finanças e Economia Azul
Agência Fiduciária e de Administração de Projetos
Projeto STP Digital

CONVITE PARA MANIFESTAÇÃO DE INTERESSE
SERVIÇO DE CONSULTORIA

DONATIVO: IDA V 4030

SERVIÇOS DE CONSULTORIA:

CONSULTOR EM LICITAÇÃO E CONTRATAÇÃO PÚBLICA

REFERÊNCIA: Nº 05/C/DSTP/2022

O Governo da República Democrática de S. Tomé e Príncipe recebeu donativos do Banco Mundial para implementar o Projeto Digital São Tomé e Príncipe (P177158) e pretende aplicar parte deste financiamento em serviços de consultoria de um Oficial de Licitação e Contratação Pública para a Agência Fiduciária de Administração de Projetos.

Os serviços a serem fornecidos pelo Oficial de Licitação e Contratação Pública do Projeto encontram-se nos Termos de Referência em anexo ou que poderão ser consultados no site da AFAP: www.afap.st.

A duração da Consultoria é de 12 meses.

A Agência Fiduciária de Administração de Projetos (AFAP) tem a honra de convidar consultores qualificados (Consultores) a manifestarem o seu interesse em fornecer os referidos serviços. Os consultores interessados deverão fornecer informações que demonstrem que têm as qualificações requeridas e experiência relevante para executar os serviços.

Os candidatos devem ter o seguinte perfil:

- (i) Licenciado em Administração de Empresas, Aquisições, Gestão, Comércio ou área afins.
- (ii) Mínimo de 5 anos de experiência profissional em geral.
- (iii) Mínimo de 3 anos de experiência em Licitação e contratos públicos com experiência em programas financiados por doadores e com responsabilidades específicas na área de aquisição de bens, obras e serviços.

- (iv) Bons conhecimentos de ferramentas informáticas com proficiência demonstrável no Microsoft Office.
- (v) Excelente escrita, apresentação e habilidades interpessoais; e
- (vi) Excelentes competências analíticas e capacidade de comunicar eficazmente em português e inglês.

Os candidatos interessados devem ter em conta a Secção III, parágrafos 3.14, 3.16 e 3.17 do “Procurement Regulations for IPF Borrowers” do Banco Mundial, datado de novembro 2020, que estabelece as políticas do Banco Mundial em casos de conflito de interesse.

Os Termos de Referência poderão ser consultados ou levantados na AFAP durante as horas normais de expediente no endereço abaixo.

A Manifestação de Interesse deve ser feita através do envio de Carta de Intenção, Cópia do Bilhete de Identidade e Curriculum Vitae, bem como os comprovativos das formações e qualificações solicitadas, em carta dirigida ao Diretor Geral da AFAP, até às 12 horas do dia 17 de junho de 2022 para o endereço abaixo indicado, ou para o endereço de email horacio.dias@afap.st e afap2@yahoo.com.br com o Assunto: Ref. 05/C/DSTP/2022, primeiro e último nome.

Agência Fiduciária de Administração de Projectos Caixa Postal 1029,
Edifício do Afriland Fisrt Bank, 2º andar
Avenida Kwame Nkruma,
S. Tomé,
S. Tomé e Príncipe Telefone: + 239 222 52 05

Um **Consultor individual** será selecionado em conformidade com os procedimentos estabelecidos nos **Regulamentos de Licitações para os Mutuários dos Projetos de Investimentos financiados Banco Mundial (Edição corrente)**.

Agência Fiduciária e de Administração de Projetos, S. Tomé, 03 de junho de 2022.

O Diretor Geral


Alberto Fernandes Igeal

Ministério do Planeamento, Finanças e Economia Azul
(Unidade-Disciplina-Trabalho)
Agência Fiduciária e de Administração de Projetos
Projeto STP Digital

TERMS OF REFERENCE (TOR)

PROCUREMENT OFFICER

SECTION 1 - INTRODUCTION

The World Bank and the Government of the Democratic Republic of São Tomé and Príncipe entrusted the management of various financings to AFAP – The Project Management and Fiduciary Agency.

Given the number of activities to be carried out, the speed needed to implement these activities and the limited human resources and, for AFAP to continue to maintain a good level of performance in the management of the resources entrusted to us, it seems necessary to strengthen the field of Procurement, to provide a good free answer to many purchases of goods and services and hiring consultants within the deadlines and quality levels required.

It is in this context that the Agency aims to recruit a Procurement Officer with the skills and experience required in this area.

Section 2 - Scope of Work, Consultant

Essential responsibilities of the Procurement Officer include:

- In consultation with the Project Coordinator, prepare and periodically update the Project Procurement Plan based on the Bank's template and ensure Bank's approval of the same.
- In cases of procurement actions requiring the Banks clearance and 'no objection', review any procurement related documents for compliance with financing agreement, appraisal report or the procurement plan, whichever is appropriate, then coordinate the dispatch and delivery of the documents to the Bank for review and closely follow up with the Bank to get timely responses.
- Assist in the preparation of statements of requirements for procurement of goods and works and services.
- In consultation with the Project Coordinator, and stakeholders prepare tenders documents, requests for proposal documents following the Banks Standard Bidding Document (SBD) for the Banks review and clearance.
- Prepare Specific Procurement Notices (SPN); Requests for Expressions of Interest (EOI), Request for Quotations / shopping, ensure timely publications, issue of bidding documents /RFP/RFQ and prepare relevant paperwork for receipt of bids/proposal;

- Coordinate the Evaluation Committees' meetings, provide guidance and assist in the preparation of evaluation reports following the Banks standard evaluation guidelines and ensure internal approval of procurement evaluation reports and decisions prior to submission of the evaluation reports to the Bank for review;
- Follow up procurement related correspondences and document submissions, facilitate timely analysis and responses to request for clarifications, complaints and issues raised in the procurement contract implementation with clients and the Bank for expedited actions;
- Ensure safekeeping, and handling of securities to ensure the validity, timely extensions and timely releases;
- Provide support in preparation of the final contracts and ensure timely distribution of copies of contract agreements to relevant stakeholders including the Bank;
- Maintain proper records of all procurement documentation and develop a monitoring and reporting system in line with the WB's progress reporting requirements;
- Prepare periodic status reports (monthly, and quarterly) on procurement implementation under the project and keep stakeholders and the Bank informed of procurement status;
- Create new activities, introduce documents and update STEP, The Bank procurement system;
- Support stakeholders in procurement capacity building and other related activities
- And any other activity related with Procurement.

Section 3 - Expected Output/Reporting

The reports required from the Procurement Officer will be in both soft and hard copies and submitted to the Project Coordinator. The title, contents, and timing of the reports will be as in the table below:

N/N	TITLE	CONTENT	TIMING
1	Work Plan	Area in which support is to be provided and schedule of engagement. This working plan should also include allowances for training needs mentioned in 2.	20 Working Days after commencement of the assignment and updates monthly. This plan should be synchronized with the other procurement workplan.
2	Quarterly Report	Summary of Activities Performed in the proceeding period and an updated Work Plan for the following quarter.	4 Working days after the end of every quarter.
3	Assignment Final Report	Review of the impact of the assignment, issues and lessons learned, recommendation for further improvement.	At the end of the Assignment.

SECTION 4 - QUALIFICATIONS AND EXPERIENCE

The qualifications and experiences listed below profile the person who is likely to be most successful in his or her role as Procurement Officer:

- (i) A University degree in a relevant discipline, e.g., Business Administration, Procurement, Management, Commerce, or related field.
- (ii) Minimum of 5 years' professional experience in general.
- (iii) Minimum of 3 years working experience in public procurement with experience in donor funded programs with specific responsibilities in procurement of goods, works and services.
- (iv) Computer literate with demonstrable proficiency in Microsoft Word, Excel, or equivalent,
- (v) Excellent writing, presentation, and interpersonal skills; and
- (vi) Excellent analytical skills and ability to effectively communicate in Portuguese and English.

SECTION 5 - PERFORMANCE CRITERIA

The performance of the Procurement Officer will be evaluated annually. The criteria used to measure his/her performance will be:

- Timely processing of procurement requisitions.
- Ability to meet deadlines in terms of procurement.
- Compliance with procurement procedures foreseen in the components of the project, measured by the number of rejected submissions.
- Ability to work and to manage the procurement processes in STEP.

SECTION 6 - DURATION

The engagement of Procurement Officer will commence upon completion of the selection process and signing of a services contract. The contract will have duration of 12 months with a provision for further renewals based on satisfactory performance and in compliance with WB rules.

SECTION 7 - EXCLUSIVITY

The appointment of the Procurement officer and the acceptance of such appointment will constitute an engagement of the Officer on an exclusive basis to provide the services described in the contract.

SECTION 8- COMPENSATION

This service will be compensated in monthly instalments.



