



REPUBLIC OF KENYA

THE NATIONAL TREASURY AND ECONOMIC PLANNING

**INFRASTRUCTURE FINANCE AND PUBLIC PRIVATE PARTNERSHIPS
ADDITIONAL FINANCING (IFPPP-AF)**

COMPONENT 1A – SUPPORT TO INSTITUTIONAL STRENGTHENING

TERMS OF REFERENCE

**RECRUITMENT OF A PROCUREMENT SPECIALIST
FOR THE PUBLIC PRIVATE PARTNERSHIPS DIRECTORATE (PPPD)
IN KENYA**

DECEMBER 2023

1. DESCRIPTION

- 1.1. The Public Private Partnerships Directorate (PPP Directorate) of the National Treasury & Economic Planning is Kenya's lead institution in the origination, structuring, procurement, development and implementation of public-private partnership projects in the country. It does so, by advising and guiding Contracting Authorities in the identification, selection, appraisal, procurement, approval, negotiation and monitoring of PPP projects throughout their lifecycle. The PPP Directorate also acts as the national resource centre for best practice in public private partnerships, providing capacity and skills development, as the custodian of the integrity of PPP processes. For more information visit www.pppunit.go.ke.
- 1.2. The Government of Kenya (GoK) in conjunction with the World Bank (International Development Association - IDA) is implementing an Infrastructure Finance and Public Private Partnerships Project (IFPPP) whose overall development objective is to increase private investment in the Kenyan infrastructure market by improving the enabling environment to generate a pipeline of bankable PPP projects. This objective is being achieved by providing technical expertise and building the capacity of the Public Private Partnerships Directorate to implement the program.
- 1.3. In this regard, the National Treasury is seeking an experienced individual to fill the position of Procurement Specialist at the PPP Directorate. The duration of the contract is three (3) years, on full time basis, renewable based on performance.

2. OBJECTIVE OF THE ASSIGNMENT

The main objectives of the Procurement Specialist's assignment are to provide the requisite procurement advice and support to the PFF Secretariat to enable it carry out its mandate to provide support to the PPP Directorate. The Specialist will assist in establishing the procurement procedures of the PFF Secretariat in accordance with both World Bank and GOK guidelines, preparation of bidding documents, ensuring bidding procedures and evaluation mechanisms are intact, representing the PFF in prequalification and tender evaluation committees. He/she will assist in managing policies for PFF project tendering, evaluation, award and contract management, key procurement processes and systems. Since the IFPPP project is funded through a World Bank credit, it is of importance that the Specialist understands, follows and promotes World Bank procurement guidelines and regulations.

3. DUTIES AND RESPONSIBILITIES

The Procurement Specialist is expected to meet the above objective by performing, without limitation, the following tasks:

- Be responsible for carrying out procurement functions on behalf of the PPP Directorate, National Treasury and Economic Planning (GoK) in accordance with the procedures specified in the Development Credit Agreement between the Republic of Kenya and the IDA.
- Prepare an overall procurement plan for all the goods and services to be purchased under the Project, specifying allocation of tasks and responsibilities at each stage of the procurement process.
- Update the Project Procurement Plan regularly and submit it to the World Bank for review and approval.

- Ensure that procurement is done in accordance with the provisions of the Development Credit Agreement and with IDA's Guidelines and regulations for Procurement as well as within the Government of Kenya's procurement guidelines.
- Verify that all proposed purchases are eligible for financing under the Credit and confirm the appropriate method to procure goods and services for each contract.
- Assist procuring entities in all aspects of procurement, including preparation of technical specifications (Terms of Reference) for the goods and services, bidding documents, bid advertisements.
- Assist the PPP Directorate in: creating of procurement requisitions and orders in the system; receipts of goods and services; progressing of orders after deliveries; taking goods on charge upon receipts; stock and inventory control and updating stock control cards; monitoring reordering levels; secretariat to procurement and disposal committees; stores management (safety, security, and cleanliness; participating in surveys to identify obsolete, surplus and unserviceable items; carrying out continuous stock checking and periodic market surveying for common user items; issuing goods to users and user departments and carrying out IFMIS responsibilities as assigned.
- Assemble Committees with the participation of representatives from the PPP Directorate and procuring entities for the opening and evaluation of bids for purchase of goods and services, expressions of interest and requests for proposals, as well as contract negotiations and awards.
- Prepare evaluation reports, contract negotiation minutes, draft contracts, etc.
- Monitor and supervise the contract implementation, including issues of claims and disputes, compensation events, etc.
- Ensure the publication of bid notices, request for expression of interests and award notices in the national market and UNDB. Ensure the timely execution of contracts for consultants' services and the purchase of goods and equipment and supervise the implementation of contracts including pre-shipment inspections (including any test, if necessary), inland transportation, delivery, acceptance and storage.
- Verify payments due under procurement contracts and help prepare applications for withdrawals from the Credit.
- Prepare and submit quarterly and annual progress reports on status of procurement under the Project for inclusion in the Project Implementation progress reports.
- Ensure proper documentation and filing system.
- Participate in procurement training courses, if necessary, and ensure that staff adopt and adhere to any relevant changes in procurement procedures and guidelines, introduced by the GoK and/or the World Bank.
- Identify indicators of fraud, collusion and other unethical practices in procurement/selection process.
- Ensure procurement, contract management and related complaints are properly handled.
- Any other duties assigned by the Director General, PPP.

4. SELECTION CRITERIA

- A bachelor's degree in Purchasing and Supplies Management or any equivalent qualification from a university recognized in Kenya. Post graduate studies and/or relevant professional qualifications will be an added advantage.
- Served for a minimum period of six (6) years working experience in public procurement, in a comparable and relevant position in the public service in projects financed by the World Bank and international financial organizations.
- Professional certification in procurement and supplies management such as CIPS, CSCP and CPSP-K.

- Membership to Kenya Institute of Supplies Management.
- A thorough understanding of relevant legislation, best practices and emerging issues in supply chain management as well as World Bank procurement and financial management guidelines.
- Excellent spoken and written English.
- Knowledge of international organizations/agencies' and GoK public procurement regulations and procedures.
- Specialized training on procurement in line with the World Bank rules would be an advantage.
- Computer proficiency (Windows, MS Office, MS Project, and other relevant software packages).
- Ability to communicate effectively, prepare, negotiate, analyze, elaborate and present reports.
- Ability to work effectively in a multi-disciplinary team.

5. DATA, LOCAL SERVICES AND FACILITIES TO BE PROVIDED BY CLIENT

The PPP Directorate of the National Treasury, Kenya will provide full office accommodation in Nairobi, Kenya.