

## TERMS OF REFERENCE

### Procurement Officer

#### Background

Development of Lebanon's education sector was disrupted by the onset of the Syria Crisis, which obliged the Ministry of Education and Higher Education (MEHE) to focus on coordinating and managing an emergency response. Since 2011, MEHE has created places for more than 200,000 non-Lebanese students in its public schools.

MEHE's focus is on transitioning from emergency response to meeting the development challenges of managing a protracted crisis. This is critical if Lebanon is to be able to offer all children the kind of education envisaged in Sustainable Development Goal 4 by 2030.

The World Bank worked with MEHE to develop Support to RACE II (S2R2) as a contribution to realizing the hybrid humanitarian and development aims of the sector. S2R2 launched in August 2017.

The Ministry of Education and Higher Education (MEHE) is currently engaged into agreements with the International Development Association (IDA) – and the International Bank for Reconstruction and Development (IBRD) – the World Bank - to implement the S2R2 Program.

#### **Procurement Officer Job Description**

<b>SCOPE OF ASSIGNMENT</b>	<p>The overall objective of the Procurement Officer is to assist the Senior Procurement Officer (SPO) at MEHE to institutionalize the implementation of the procurement plan and procedures as prescribed by the procurement manual and procurement laws applicable by the MEHE.</p>
<b>TASKS DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Assist in overall planning and managing of the procurement activities under the supervision of the Senior Procurement Officer.</li><li>• Carry out tender management operations in accordance with Lebanese public procurement regulations.</li><li>• Prepare and oversee distribution of requests for expressions of interest, requests for proposals and/or invitations to tender and manage/conduct all</li></ul>



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aspects of application/bid/proposal evaluations; this includes, but is not limited to,

- Reviewing & Finalizing Terms of Reference of services projects and Technical Specifications of supplies, equipment and construction works;
- Drafting Bidding Documents for all types of projects in line with national and/or donor regulations and customize the same to fit within the project bidding strategy;
- Deciding, after a market research on selection criteria required for economic operators to participate in these projects;
- Deciding on evaluation and award criteria in light of project requirements as well as the necessity to ensure fairness, competitiveness, transparency and value for money;
- Launching the bidding process ensuring suitable and sufficient publicity;
- Participating to the full evaluation cycle ensuring compliance with rules and regulations;
- Leading on contract negotiations;
- Preparing contracts, addenda and ensuring timely signatures and commencement;

• Carry out Contract management functions such in accordance with public procurement regulations;

- Ensure that the objectives of contracts are met efficiently, effectively and economically;
- Supervise implementation reporting, deliverables, logs, etc...
- Study and process payments to SPO and Senior Financial Officer;
- Manage relationships, manage disputes and claims if any;
- Participate in the acceptance processes (provisional and final) ensuring compliance with contractual obligations and overseeing contractor performance during warranty;

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	<ul style="list-style-type: none"><li>• Work closely with the Programs and Projects Department and different units on procurement related issues such as procuring of Goods, Works and Services.</li><li>• Prepare procurement presentations, reports and briefs for the senior procurement officer as needed.</li><li>• Assist in capacity building of the relevant staff of MEHE nominated by different departments and involved in procurement (evaluation, acceptance, etc.) on procurement-related subjects through workshops and on the job trainings.</li><li>• Maintain relevant filing.</li><li>• Any other task relevant to the SPO and approved by the Director General of Education.</li></ul>
<b>REQUIRED QUALIFICATIONS AND SKILLS/COMPETENCIES</b>	<ul style="list-style-type: none"><li>• University Degree in Public Administration, Finance, Business, Engineering, or any relevant field;</li><li>• At least 8 years of general professional experience preferably in the various phases of the procurement cycle including procurement planning, project/contract execution and monitoring;</li><li>• At least 5 years of demonstrated experience in procurement activities using Government procedures. Previous experience with ministries is preferable.</li><li>• A knowledge of international procurement procedures such as the World Bank procurement guidelines is a plus.</li><li>• A professional qualification in procurement management or project management is a plus;</li><li>• Computer literacy and knowledge in MS Office is mandatory.</li><li>• Excellent interpersonal, written and oral communication skills (English and Arabic, French is a plus).</li><li>• Excellent organizational &amp; analytical abilities;</li><li>• Highest degrees of ethics, integrity and professionalism that is mandatory for sound public procurement activities;</li><li>• Exhibited ability to work individually and/or as part of a team;</li></ul>

