

**CLIMATE RESILIENT ROADS FOR THE NORTH (P500488) (CRRN)
PROJECT IMPLEMENTATION UNIT (PIU)**

TERMS OF REFERENCE FOR PROCUREMENT ASSISTANT

1. INTRODUCTION

The Government of Mozambique has received financing from the World Bank toward the cost of the Climate Resilient Roads for the North (CRRN), and intends to apply part of the proceeds towards the payment for Consultancy Services for a Procurement Assistant for ANE in Maputo and Cabo Delgado province.

2. OBJECTIVES

This contract aims to strengthen the PIU's technical capacity in order to guarantee the adequate implementation of procurement for CRRN activities.

The Procurement Assistant is being hired to support all activities related to the procurement of Works, Goods, Consultancy Services, Non-Consultancy services, among others required for the ANE, IP.

He/She will work under the guidance and supervision of the Project Coordinator as a Leader of the Project Implementation Unit.

3. BRIEF DESCRIPTION OF THE PROJECT COMPONENTS

The project have four components and will include the following activities:

COMPONENT 1: Climate Resilient Road Connectivity Improvement (US\$119.6 million).

This component will support the improvement of roads and bridges in the North.

- (a) **Sub-component 1.1:** Improvement and maintenance of road network (US\$81.5 million). This sub-component will finance the (i) feasibility study, design, upgrading and/or rehabilitation, maintenance and monitoring of the implementation of road works in Cabo Delgado province, and will comprise upgrading to paved standard 47km of the Tertiary road R760 Muxara – Mecufi and 25km and R762 Muepane – Metuge, and rehabilitating 30km of paved primary road N14 Metoro – Montepuez in Cabo Delgado province; (ii) feasibility study, concept design and bid documents for upgrading and/or rehabilitation of other roads in all three northern provinces for follow-on operation(s); (iii) preparation of Environmental and Social Impact Assessment (ESIA) and Resettlement Action Plans (RAPs), including land acquisition for road upgrading and rehabilitation in Cabo Delgado province; construction of social infrastructures.

(b) **Sub-component 1.2:** Improvement of bridges (US\$38.1 million). This sub-component will finance the (i) feasibility study, concept design, construction and monitoring for the construction of Lurio bridges in Cabo Delgado province; (ii) design, supply, installation and monitoring of works implementation for 1950m metallic bridges along tertiary roads in all three northern provinces, including the construction of the substructure of the bridges; (iii) supply of 2000m metallic bridges for emergency response in all the country; and (iv) development of a bridge rehabilitation and reconstruction program for northern Mozambique comprising preparation of feasibility study, concept design and bid documents for follow-on operations.

COMPONENT 2: Safe Access and Mobility Improvement (US\$ 2.5 million)

This component will include an integral approach to road safety. In particular Component 2 will focus on (i) the enhancement of the capacity of ANE, IP on road safety engineering with a focus on the North; (ii) a pilot program on safe road infrastructure, inclusive road safety programs targeting youth, awareness-raising and dissuasive measures, and improving sex-disaggregated crash data collection with a focus on the North; (iii) first responder training for youth across project roads; (iv) a “safer route to school” pilot to improve access to schools in the North including the development of a pilot for non-motorized transport for girls and boys to improve access to schools; (v) capacity building and accreditation on road safety audit; and (vi) a study on improving transport services in rural areas in the North, including addressing the recommendations of the report.

COMPONENT 3: Institutional Strengthening and Project Management (US\$2.9 million).

Component 3 will finance incremental operating costs and institutional strengthening activities. It will cover (i) road asset management that will include information on hazards and climate risk-related and road traffic data; (ii) enhancement of climate resilience in planning and management of road and bridge infrastructure, inclusive of preparation of a climate and disaster risk management plan; (iii) training of local contractors and community associations for participation in roadworks; (iv) development of community resilience committees led by women to support emergency disaster preparedness and response; (v) skills development and livelihoods activities to provide opportunities for conflict-impacted local labour in the road works; (vi) technical assistance for project implementation including procurement, financial management (FM), environmental and social (E&S) oversight, climate preparedness, gender-based violence, axle control, financing of the roads network to improve the effectiveness and efficiency of road fund management, participation of local private sector in road works including maintenance, and monitoring and evaluation (M&E); and (vii) diagnostics to initiate landscape restoration, conservation and climate resilience in the Quirimbas National Park.

COMPONENT 4: Contingent Emergency Response.

This component will enable access to rapid financing by providing for a possible reallocation of uncommitted project funds in the event of a natural disaster, either by a formal declaration by a national or provincial government of emergency or upon a formal request from the Government of Mozambique. Component 4 will use the IDA Immediate Response Mechanism.

4. PROCUREMENT ASSISTANT SCOPE OF ACTIVITIES

The main duty of the Procurement Assistant is to work and assist ANE, IP's, to meet its procurement targets in terms of time and in accordance with all requirements. Within the scope of the projects implemented under the CRRN, the Procurement Assistant should also assume the following responsibilities and functions:

- a) Using the World Bank's Standard Bidding Documents, prepare project's customized Bidding Documents and Request for Proposals (RFP);
- b) Prepare and update the Project's Annual Procurement Plan and obtain the "No Objection" from the Bank using STEP;
- c) Prepare the General Procurement Notices (GPN), and Specific Procurement Notices (SPN), and Request for Expression of Interests (EOI) when required;
- d) Establish a register of qualified suppliers and consultants and periodically update per project advertisements and consultant request;
- e) Coordinate the preparation of Terms of Reference and Specifications for the Procurement activities;
- f) Initiate the procurement process, and participate in the preparation of the short lists and pre-qualification of suppliers where necessary;
- g) Coordinate the response to the inquiries, and communicate the results of the evaluation process to the applicants;
- h) Initiate and coordinate the procurement process for International and Local procurement;
- i) In cases of procurement actions requiring IDA "No Objection", coordinate the dispatch of procurement documents to IDA, monitor IDA response time on issuing "No Objections" at different levels of the procurement process and follow-up accordingly;
- j) Monitor and ensure timely responses to procurement questions raised by the World Bank;
- k) Follow-up with the short-listed consultants within 10 days of RFP dispatch to ensure their participation in the procurement exercise;
- l) Participate in constitution of the Evaluation Committees and assume the role of the Committee's secretary in recording the minutes of the meetings;
- m) Prepare the minutes of the Evaluation Committee meetings, and request for "No Objection" letters;
- n) Coordinate arrangements for the negotiation process, where necessary;
- o) Prepare the final contracts, and ensure timely distribution of all relevant procurement and contract documents;
- p) Ensure timely receipt of the Goods and consultant's monthly status reports;
- q) Establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
- r) Establish a central procurement filing system, and ensure all related documents are included in the respective files;
- s) Monitor and follow up the evaluation process of the tenders;
- t) Upload all the post review process in the STEP immediately after the stage has occurred.

5. QUALIFICATIONS

- a) Bachelor's Degree in one of the following Law, Civil Engineer, Financial Management, Purchasing Management, Economics, Architecture or Engineering and similar;
- b) At least 2 (two) years of experience in procurement, in projects financed by the World Bank or similar multi-lateral institutions at a Procurement Assistant;
- c) Proven knowledge of Portuguese and English language.
- d) Proven experience in the procurement for large and/or complex projects, including bid documents, opening and evaluating bidders' proposals, negotiating and managing large and complex contracts is an advantage;
- e) Knowledge of Bank STEP platform is an advantage;
- f) Knowledge of the FIDIC procedures is an advantage;

6. REPORTING

The Procurement Assistant will report to the Project Coordinator as leader of the PIU, which is directly subordinated to the ANE, IP. He/She will work closely and be supervised by the project's procurement and contract management specialist.

7. DURATION OF THE ASSIGNMENT

The Procurement Assistant will be based in Maputo with frequent travelling to the Northern region (Cabo Delgado, Nampula and Niassa provinces) to provide support the implementation of the project. The initial contract duration will be two (2) years with a probation period of six (6) months. Annual performance assessment will be conducted for this position to review the performance level of of the Procurement Assistant. The contract can be renewed for a further one (1) years subject to satisfactory performance and availability of funds.

8. REMUNERATION

A competitive salary will be negotiated based on the PIU salary structure, qualifications, and experience of the selected candidate.

9. KPIs for Procurement Assistant

KPIs for Procurement Assistant

To perform the Services, and for performance monitoring porpose it is included the key performance indicators (KPIs), referred below:

KPI	Target	Weight
1. Procurement Plan Execution	≥80% of planned procurement activities awarded as scheduled	20%

KPI	Target	Weight
2. Procurement Cycle Time	≥75% of bidding processes completed within planned timelines	25%
3. Quality of Procurement Documents	≤10% of prior review documents require major resubmission due to quality issues	30%
4. STEP Compliance and Portfolio Monitoring	100% of activities updated in STEP; no major compliance gaps	15%
5. Contract Management & Risk Monitoring	Quarterly reviews conducted and critical procurement risks addressed on time	10%

Simple Evaluation Methodology

Rating Scale

Score	Rating	Achievement
3	Achieved	Target met or exceeded
2	Partially Achieved	80%-99% of target achieved
1	Not Achieved	Less than 80% of target achieved

Calculation

Weighted KPI Score = KPI Rating × KPI Weight

Example:

KPI	Weight	Score
Procurement Plan Execution	25%	3
Cycle Time	25%	2
Document Quality	20%	3
STEP Compliance	15%	3
Contract Management	15%	2

Overall Performance:

$$(3 \times 25) + (2 \times 25) + (3 \times 20) + (3 \times 15) + (2 \times 15) = 260$$

Maximum possible:

$$3 \times 100 = 300$$

Final Rating:

Overall Assessment

Result	Rating
$\geq 90\%$	Outstanding
80%-89%	Fully Meets Expectations
70%-79%	Partially Meets Expectations
$< 70\%$	Needs Improvement

Source of Data

Procurement Plan, documents submitted via STEP, Signed Contracts, Project Implementation Reports, Bank's review and comments, number of submissions to World Bank for review.