



Job Description

Country	Somaliland
Project Holder	Various Ministries
Project	Various Projects (MoAD, MoTRD, HWA)
Fund	Somaliland Development Fund Phase 2
IFA Title	Procurement Specialist (roving position)
Reporting to	Project Manager of relevant Project
Duty Location	Hargeisa with travel to various project locations across Somaliland
Duration	12 months renewable contract based on performance
IFA No.	P101-063

1. Background

The Somaliland Development Fund (SDF) was established in 2012 to provide a single vehicle through which development partners could support Somaliland's development goals. The first phase of the SDF was implemented in 2013-2017 and supported the Government of Somaliland (GoSL) filling a critical gap through funding projects that are fully aligned to the National Development Plan (NDP) while at the same time recognizing the role of GoSL in the delivery of basic services.

The Somaliland Development Fund – Phase 2 (SDF2) covers the period 2018-2024. SDF2 is conceived as an inclusive economic development programme. It supports the GoSL in delivering infrastructure that is relevant for inclusive economic development. It focuses on sustainable investments that spur job creation and fast growth, while at the same time laying the foundation for long-term resilience and development, leading to a more stable and peaceful Somaliland. SDF2's ambitions are fully aligned with government priorities as defined in Somaliland's second National Development Plan (NDP2 – 2017-2021) and reflect the priorities set out in Somaliland Vision 2030. The Fund Manager is responsible for the day-to-day management and administration of the Fund.

The objectives of the SDF2 are threefold:

- Support increased inclusive economic growth through investment in productive, strategic infrastructure to enhance economic growth and revenue generation.
- Strengthen and maintain the capabilities of the government of Somaliland to prioritize and manage the sustainable and equitable development of Somaliland's infrastructure.
- Support strong government ownership of development priorities aligned with the National Development Plan.

2. SDF Funded Projects

The SDF2 has allocated funding for implementation of three new projects. The three projects are Ministry of Agriculture Development – Sustainable Land Management Project, Ministry of Transport

and Roads Development – Burao-Berbera Road Rehabilitation Project, and Hargeisa Water Agency – Lasdhure Water Project.

As a part of the SDF project implementation, the SDF Secretariat assists the Project Management Team (PMT) in the preparation of procurement package/bidding documents, including ToR, specifications, Bills of Quantities and drawings. To further enhance the skills of the PMTs and to embed best practice in procurement within the respective Project Holders, the SDF Secretariat seeks to engage a Procurement Specialist. The position will be roving between the three approved project PMTs and the SDF Secretariat.

3. General Description of the Role

Directly reporting to the PMT Project Managers (PM) and with direct technical oversight of the SDF Secretariat Procurement Manager, the Procurement Specialist will be responsible for supporting the PMTs in the procurement of goods, works, consulting and non-consulting services following the SDF Procurement Manual.

4. Main Responsibilities

The Procurement Specialist will be expected to perform the following tasks:

- Prepare a detailed project specific procurement plan in line with the approved projects' procurement plans and work plans, in consultation with the SDF Procurement Manager, SDF project focal points, and the respective PMT.
- Support PMTs in drafting and reviewing terms of references for consultants and technical specifications for works, goods, equipment, and other services required for the implementation of the project activities.
- Support PMTs in drafting of bidding documents for review and approval by the SDF Secretariat Procurement Manager.
- Support the SDF Procurement Manager in the opening, screening, logging, and date stamping bid responses/quotations.
- Support the SDF Procurement Manager in coordinating the bid evaluation process until an award is made.
- Support the SDF Procurement Manager in maintaining physical and electronic documents, shared files, correspondence and requests for clarification, according to established SDF filing procedures.
- Support PMTs in contract management by updating monthly procurement updates, monitoring contract timelines and updating the contract tracking sheets.
- In consultation with the SDF Procurement Manager and respective PMs, provide relevant on-the-job coaching and training of the PMT or MDA staff.
- Performing any other duties that may be assigned by the SDF Procurement Manager and the PMs, to enable transparent, efficient, and timely implementation of procurement activities and program deliveries, including responding to audit queries.

5. Deliverables

- Project procurement plan (annual and quarterly update);
- Relevant project procurement documents;

- Draft procurement evaluation reports;
- Project contracts register.

6. Reporting and other relations

The Procurement Specialist will work under the overall leadership of the respective Project Manager(s) and technical supervision of the SDF Procurement Manager. The Procurement Specialist will work closely with:

- SDF Secretariat Project Focal Point;
- SDF Secretariat Deputy TL – Operations.

7. Performance evaluation and contract extensions

- The first three months of the assignment will be a probation period.
- Key performance targets will be agreed for the probation period and every six months after the probation period.
- Performance appraisal will be conducted every six months and will be based on agreed performance objectives and individual deliverables. This will be signed off by both the PM(s) and the Procurement Manager on behalf of the SDF Secretariat.

8. Timing and duration

The Procurement Specialist will be issued with a 12-month contract which will be renewed based on satisfactory performance and depending on the duration of the respective projects.

9. Required qualifications, skills and experience

Qualifications and skills

- At least a Bachelor's degree in Business Administration, Commerce, Procurement, or relevant field.
- Demonstrated excellent command of spoken and written English and Somali.
- Excellent interpersonal and diplomatic skills.

General professional experience

- At least 7 years of experience in a procurement role with donor-funded projects.
- Demonstrated understanding of procuring goods, works, consulting and non-consulting services via competitive bidding procedures.

Specific professional experience

- At least 5 years of experience leading a procurement portfolio based in a donor-funded organisation using international procurement procedures, such as those of the World Bank, African Development Bank and other similar organisations.

10. Payment

- A monthly salary will be paid to the Procurement Specialist as part of the PMT payroll issued by the PMT and approved by the SDF Secretariat.

- Any other allowance will be in line with the Project Management Teams terms and conditions of service.