



TERMS OF REFERENCE FOR A PROCUREMENT CONSULTANT AT ICPAR

1. Background

ICPAR was established through an Act of Parliament (Law Number 11/2008 of 06 May 2008) with a broad mandate to grow and regulate the accountancy profession. Under this mandate, the Institute is responsible for the regulation of the profession in Rwanda and is responsible for the admission of new members into the Institute, the registration and granting of practicing certificates to Certified Public Accountants (CPAs) and Chartered Accountants (CAs), the monitoring of compliance with professional standards, the investigation and discipline of its members and the delivery of accounting qualifications, programs and examinations.

Since its set up in 2008, ICPAR has had several achievements, including setting up the Secretariat, establishing the first governing council, establishing the CPD program and becoming an associate member of the International Federation of Accountants (IFAC) within the first 4 years of its existence. Its membership has also grown to 500 and is projected to grow even faster in the medium term. Students' numbers have equally grown tremendously rising to 2,057 for CPA and 773 for CAT following the launch of its CPA and CAT syllabi on 11th May 2012.

The Institute has prepared a strategic plan 2017-2021 to guide its development programme over the next 5 years aiming at further strengthening the institute and the accountancy profession based on 10 strategic objectives spread across 3 strategic pillars; sustainable organisation, relevance and strong profession

A range of key initiatives and activities are lined up as part of the implementation plan for the 5 year strategy and the institute is in need of a suitably qualified individual procurement consultant to set up a strong procurement function to spearhead the resultant acquisition of works, goods and services.

2. Objectives of the Assignment

The objective of the assignment is to recruit an individual procurement consultant with requisite experience to:

- Manage and carry out the procurement activities required for implementation of the ICPAR Strategy 2017-2021 and its supporting annual work plans;
- Build the procurement capacity of the ICPAR Procurement Function in order to ensure long-term sustainability. This will ensure adequate hand-holding and capacity development/transfer.
- Additionally, the procurement consultant with support and guide the end-users to prepare good quality ToRs and technical specifications.

The procurement consultant (PC) is expected to work closely with the rest of the ICPAR departments in the execution of his/her duties. He or she will be guided by ICPAR policies and guidelines but over and above he or she is expected to be familiar with the World Bank and OECD procurement guidelines and Government of Rwanda procurement laws, procedures, regulations and policies.

3. Scope of Services, Duties and Responsibilities

The PC will take overall charge of the institute's procurement management and conduct the tasks identified below by applying technical practices and methods, and collecting and making use of available and necessary data in carrying out the assignment.

He or she shall work in close consultation with the Director of Strategy and Institutional sustainability (Director SIS) or a designated manager within in the SIS Department. The PC will discuss issues that would affect efficient procurement management with the Director SIS or the designated manager and agree on ways to resolve them.

The PC shall among other undertake the following:

- Review existing policies to facilitate the update of procurement procedures for the Institute;
- Establish a procurement management system for the institute based on the Institute's policies and best practice drawn from World Bank and OECD guidelines for the procurement of works, goods and services;
- Set up a procurement management tracking system for the institute that would monitor the implementation of procurement activities;
- Using standard procurement documents, prepare Bidding Documents and Request for Proposals (REP), Request for Quotations, Letters of Invitations, clarifications/amendments to procurement documentation and processes (if needed), minutes of the Evaluation Committees and negotiation meetings, Evaluation Reports, contract award decisions, etc. These should include standardized forms to be used for International and Local Shopping methods;
- In consultation with the institute's departments, prepare and update the institute's Annual Procurement Plan and Budget detailing contract packages (including estimated cost) for goods, consultancy services and non-consulting services, the procurement/selection methods and processing times until completion of each procurement activity;
- Monitor procurement implementation of and update the Procurement Plan on a at least bi-weekly basis and whenever it becomes necessary to do so;
- Prepare the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REoIs) and other solicitation documents whenever required;
- Establish a register of qualified suppliers and consultants and periodically update this register to facilitate advertisements, solicitations and drawing up of shortlists when so required;
- In consultation with the institute's departments and relevant technical staffs, coordinate the preparation of (ToRs), technical specifications using standard documentation and also participate in evaluation of bids, expressions of interest for preparation of shortlists, pre-qualification of suppliers, etc., where necessary. The PC shall review ToRs and specifications for completeness, consistency and fairness, and if necessary suggest amendments;
- Initiate the procurement processes, ensuring compliance with agreed procurement requirements;
- Presiding over bidding procedures and participating in bid/proposal opening sessions, bid and proposal evaluations and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award of contracts;
- Monitor response times and follow-up accordingly;
- Coordinate the response to procurement inquiries and communicate the result of the evaluation processes to the applicants in response to the guidelines;
- Monitor and ensure timely responses to procurement questions raised by prospective bidders and financiers.
- Superintend over procurement clarification meetings (if any) and develop clarifications/amendments to procurement documentations (if needed);
- Participate in the evaluation committee and assume the role of the committee's secretary in recording the minutes of the meetings;
- Prepare the minutes of the evaluation committee meetings and coordinate and participate in contract negotiation process, where necessary;
- Prepare draft and final contracts, and ensure timely distribution of all relevant procurement and contract documents to relevant stakeholders;
- Ensure timely receipt of the goods and services and confirm acceptability of the goods and services delivered among other things;
- Establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- Liaise with all relevant departments with a view to preparing monthly, semi-annual and annual procurement reports;
- Regular monitoring of procurement across the institute and problem-solving as needed including regular updates on problems experienced and on changing needs for specific types of advice;
- Establish and maintain a central procurement filing system (both electronically and manually), and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the trail of procurement by the external auditor or an authorized agent;
- Advise the institute on processes for disposal of un-required stores and equipment including actual disposal of unwanted items;
- Provide training and capacity building needs of procurement staffs of the Institute including the tender/evaluation committee and other identified stakeholders to ensure long-term sustainability, with a view of strengthening staff capacities and skills, filling skills gap and also support institutional strengthening;

- Provide advice, mentoring, coaching and providing on-the-job training for relevant procurement staff in the SIS department;
- Assist in supervising contracts in accordance with the respective contract agreements including the processing of payments, physical inspection and testing, receipt and transfer of the goods and services to the Client, submission of consultants' reports and closing of respective contracts;
- Provide procurement advisory services as and when needed;
- Participate in procurement audits and reviews of the Institute;
- Supervise all procurement staff within the Institute and assign tasks to them as and when necessary;
- Work with relevant managers to identify their procurement needs and help them manage the procurement planning and execution process in a timely way;
- Assist in dealing with claims, bid challenges and litigations relating to contracts and procurement;
- Develop and implement a robust procurement monitoring system and follow up mechanisms to ensure that procurement activities are carried out as planned; identify any deviations and take appropriate actions and submit regular periodic procurement reports to the Director SIS;
- Initiate appropriate quality assurance procedures to the procurement function of the institute;
- Carry out any other relevant duties that may from time to time be assigned by the Director SIS or the delegated manager.

4. Reporting, Communication and Time Schedules

The PC shall report directly to the Director SIS or the Delegated Manager and will prepare monthly, Quarterly, Semi-Annual and Annual procurement reports (or for any period as necessary) in line with the overall corporate reporting framework of the institute and, in addition, prepares other procurement reports, as and when needed.

Emphasis will be placed on highly effective, regular and detailed communication with the Director SIS and other relevant managers within the institute;

He or she will be required to assess technical skills transfer to the counterpart staffs;

The PC is expected to report and analyze all problems experienced with procurement so that remedial and capacity-building actions can be promptly taken;

He or she shall make inputs into reports prepared by the counterpart staffs as needed.

5. Deliverables

The PC will be expected to produce the following deliverables, among others:

- ✓ Procurement Plans
- ✓ Budgets and Selection criteria
- ✓ Procurement notices and reports
- ✓ Various solicitation documents
- ✓ Clarifications/amendments to various procurement and solicitation documents;
- ✓ Bid/Proposal evaluations
- ✓ Minutes of negotiations
- ✓ Draft and final contracts
- ✓ Capacity building and training plans and reports
- ✓ Action plans for trainings and capacity building programmes
- ✓ Short-listing, evaluation reports, records of public bid/proposal openings
- ✓ Minutes of meetings for confirmation of the expressions of interest/ proposals
- ✓ Minutes of negotiation (as applicable)
- ✓ Notifications of contracts awarded
- ✓ Procurement Monitoring Reports
- ✓ Other reports and documents as required.

6. Qualifications, Experience and Competencies

- Minimum Master's degree in Procurement with minimum of 10 years of experience in public procurement practices and procedures, 7 of which must have been served as a Procurement Specialist or Procurement Manager or Procurement Consultant;
- Minimum of 5 years of experience in handling, managing or overseeing international procurement for large corporate organizations and/or donor funded projects particularly the world bank;
- Membership in a recognized procurement-related institute, such as CIPS or ISM;
- Knowledge of/experience with World Bank/other international development organizations' procurement procedures would be an added advantage;
- Good knowledge of the institutional, technical, and commercial aspects of procurement;
- Experience in delivering trainings and capacity building programmes at international level;
- Demonstrated high experience in contract management at managerial level;
- Fluency in spoken English and ability to write lucid reports and documents in English is required;
- Strong organization skills and ability to work in a team-oriented, dynamic and diverse environment;
- Proven track record in working effectively within multidisciplinary teams, recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so;
- Excellent interpersonal skills, sound judgment, communication skills, training experience, ability to identify and resolve policy and operational constraints;
- Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint;
- Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision;
- Demonstrated capacity for initiative and efficient decision making with competent analytical and problem solving skills;
- Demonstrated competence by the level of timeliness and accuracy the individual displays in carrying out his/her role, personal energy and enthusiasm and willingness to exceed expectations in his/her role;
- Ability to plan and organize effectively and build alternative actions into plans, deploying resources effectively and reviewing priorities;
- A commitment to supporting counterpart staff to achieve departmental goals;
- Recognition and respect of peers, and a demonstrated ability to interact effectively and collegially with peers at all levels;
- Demonstrated ability to make sound judgments on capacity issues that will require management referral and guidance;
- Demonstrated ability to work effectively in a mentoring role;
- Demonstrated ability to communicate ideas and analyses clearly and tactfully, both orally and in writing;
- Demonstrated ability to assist and support the development of useful procurement processes and procedures effectively;
- Demonstrated ability to transfer skills and knowledge – previous training or teaching experience is a plus;
- Demonstrated ability to adapt to challenges and changes in the workplace.

7. Facilities and Services to be provided by the Client

The Client will provide:

- Access to all information and stakeholders to facilitate the assignment
- Adequate office space with essential office furniture and office equipment; and
- Access to Internet and network resources, where necessary

8. Period of the Assignment

The duration of the assignment is twelve (12) months and renewable upon satisfactory performance

9. Location

The PC will be located within the institute premises in Kigali.

10. Language of Assignment

The language of the assignment shall be English Language.

11. How to apply

Interested applicants should send their applications together with their CVs, giving full details of their age, qualifications, experience, present and expected remuneration, full contact details including day time telephone number, to: recruitment@icparwanda.com by Friday 7th September 2018 at 9:00 am CAT.

Approved by

Amin Miramago

Chief Executive Officer

Institute of Certified Public Accountants of Rwanda