

Request for Expression of Interest (REOI)

For Procurement and Contract Management Consultant for Financial Sector Rapid Response Project (FSRRP) and Payment Automation and Integration of Salaries in Afghanistan (PAISA) at DAB

(CONSULTING SERVICES – INDIVIDUAL CONSULTANT)

Country: Islamic Republic of Afghanistan
Project Name: Financial Sector Rapid Response Project
Consultant Service: Procurement and Contract Management Consultant
Financed by World Bank - IDA
Project ID Number: P119047- Loan / Credit No. IDA-D1400
EOI #: AF-DAB-128372-CS-INDV
Advertising Date: 23rd September 2019
Closing Date: 12th October 2019

1. The Islamic Republic of Afghanistan has received funding from the World Bank towards the cost of the Financial Sector Rapid Response Project (FSRRP) and intends to apply part of the proceeds to hire an *Individual Procurement and Contract Management Consultant to Financial Sector Rapid Response Project(FSRRP) and Payment Automation and Integration of Salaries in Afghanistan at DA Afghanistan Bank (Central Bank of Afghanistan)*

2. The Development Objective of the Financial Sector Rapid Response Project is to assist Da Afghanistan Bank (DAB) to develop action plans for improved banking supervision and implementation and to establish key building blocks of financial sector infrastructure: payment system, movable collateral registry and public credit registry; under following components:

• **Strengthening of DAB's capacity**

- **Development of the financial sector infrastructure:**
- **Skill development, Technical assistance and training for project implementation**

The objective of the Payments Automation and Integration of Salaries in Afghanistan (PAISA) Project is to support the development of digital government-to-person payments in Afghanistan. There are four components to the project, the first component being Biometric identification system for civil servants and pensioners. This component will support the biometric registration and issuance of a unique registration number (URN) to recipients of government salaries and transfers, which will be managed by NSIA. The second component is the integration of the identification, verification and payment systems. The component will focus on the integration of various systems playing different roles in the salary payments, process to achieve full-fledged straight-through processing (STP). This component includes two subcomponents: integration of public financial management infrastructure with digital ID and payments ecosystems, and integration of the national payment's infrastructure with digital ID Infrastructure. The third component is the expansion of financial services and access points. This component aims to ensure that, with the shift to electronic payments, civil servants, including those hither to paid by 'bonded trustees', and pensioners can either: (i) withdraw cash from their account from safe and convenient locations; or (ii) use their account balance to make cashless payments for goods and services. Finally, the fourth component is the project management. This component will be implemented by MoF and support the provision of resources to carry out the coordination, administrative, social and fiduciary aspects of the project. In line with new requirements at MoF, staffing needs have been estimated for the project life. This component will also finance the undertaking of surveys and other activities related to the monitoring of project outcomes.

It is expected that a new project for Strengthening Afghanistan Financial Integration (SAFI) would be profiled as predecessor of the Financial Sector Rapid Response Projects aimed at improving the financial services in

Afghanistan. Besides additional provisions, the SAFI project will support and disburse the committed activities and signed contracts under FSRRP. In order to undertake the overall procurement activities under both projects, DAB highly needs to hire a procurement consultant who will be responsible to provide support to both projects (SAFI and PAISA) by undertaking procurement activities for goods and services including designing policies and procedures on provision of procurement and purchasing and contract management. The consultant will carry out professional capacity building in procurement and contract management not only to the projects office but also to the procurement directorate of DAB when required.

1. Objectives of the Consultancy

In order to ensure efficient procurement and contract management of the projects activities and DAB assist procurement directorate when required and accomplish the above, DAB has decided to hire a dedicated individual Procurement & Contracts Management consultant. The individual consultant (IC) such hired will develop the capacity of the Projects staffs and DAB's in a structured manner. The IC will work towards successful implementation of the Projects procurement activities, contracts implementation, monitoring and capacity building of the projects and DAB relevant staffs.

3. DAB now invites eligible consultants to indicate their interest and submit their application to DAB for providing the above services.

2. Scope of the Work

The duties and functions of the procurement and contract management consultant are grouped into four main parts and will include, but not limit to:

2.1. Procurement Activities (continued throughout the contract period),

- Prepare Project procurement strategy for development (PPSD) for all project newly prepared or to be restructured when and if required.
- Prepare and/or review the procurement plan for the implementation of the PAISA and SAFI with identifying contracts packages for goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity; and uploading to the World Bank STEP System for review and No Objection.
- Preparing a procurement time schedule for the implementation of the procurement plan to reflect the major stages in the procurement process: (negotiation, drafting and signing contract including contract closing dates);
- Responsible for the overall procurement functions of PAISA (related components to DAB under PAISA) and FSRRP shifted activities to SAFI project, procurement of goods and hiring consultancy services for the following sub-projects but not limited to; and support to SAFI project and Procurement unit of DAB for the acquisition of goods, works and services and initiating the procurement processes from preparation to evaluation report and ensure that agreed procurement practices are followed and well documented.
- Monitor procurement implementation and update the procurement plans prepared at the beginning of the project, for the procurement of goods, and the procurement of consultants' services, annually or whenever it becomes necessary to do so.
- Since the consultant will be dealing with the management of all procurements and disposal activities for projects office and DAB procurement directorate, the national procurement law and the World Bank Procurement and Consultants Guideline January 2011 (revised July 2014) and World Bank Procurement Regulations for IPF Borrowers (July 2016) Revised November 2017 & August 2018 will be used as Per relevant legal agreements

- Assistance in review of terms of reference, specifications, and schedules of requirements in collaboration with relevant specialists
 - Customization of Requests for Proposals and bidding documents (Standard Procurement Document)
 - Leading guidance and drafting of evaluation reports, minutes of negotiation and all other procurement documentation and selection and evaluation procedures.
 - Presentation of Bid/Proposal Evaluation Reports and Award recommendations in accordance with the implementation of the PAISA (related components to DAB under PAISA and SAFI projects).
 - Liaison with NPA and NPC
 - Assist the World Bank staff during procurement post-review missions;
1. Providing assistance to the Project Director in the following areas related to his/her assignment:
 - Ensuring transparency in the procurement process;
 - Dispute Resolution;
 - Assessing and identifying the risks (institutional, political, organizational, procedural, etc.) that may negatively affect the ability of the agency to carry out the procurement process;
 - Managing the process of procurement complaint resolution;

Contract Management

2. Ensuring compliance with various fiduciary and procurement controls as stated in the Operations Manual and propose improvements as needed;
3. Leading assignments involving moderate to high levels of risk with many variables, requiring constant review of deliverables and process, and multi-discipline including those outside of own field of expertise in-line with the Project Design;
4. Complying with the monitoring system for procurement and ensure the completion of the procurement process according to the procurement plan besides the Contract Management adhering to the Contract Agreements/Supply Orders;
5. Ensuring adherence to the ongoing contract agreements/supply orders with all the defined conditionalities and processing of the payments after taking compliance report on deliverables from technical experts;
6. Assisting various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete tracking of the procurement cycle;
7. Responding adequately and in a timely fashion to audit queries;
 - Any other relevant tasks assigned by the Projects Director.

2.2. Procurement Document Filing and Documentation process

- Prepare annual plans and initiate required resources for implementation of “Procurement Documents Filing and Record Policy and System”.
- Prepare and finalize annual procurement documents filing codes and checklist;
- Revised and finalize manuals for “Procurement Documents Filing and Record Policy and System” as per the requirement of Procurement Law of Afghanistan for DAB and World Bank operational manual.
- Conduct at least three workshops on dissemination of Procurement Documents Filing and Record Policy and System within a year assignment.
- Maintenance and ensuring of safe custody of procurement documents and disposal of records.
- Assist project staff to ensure all procurement records for all prior review and post reviews contracts in proper order, retrievable manner and acceptable to DAB & the World Bank;

2.3. Assistance in Contracts Management and Monitoring under FSRRP

- Provides technical assistance to the FSRRP currently initiated and ongoing procurement processes for goods, services and Skills development/trainings.
- Establish/enhance a simple tracking system for procurements, contracts monitoring and disbursement in compliance with the WB relevant guidelines.
- Provide technical assistance to DAB Projects, user department, technical and functional staffs in relevant contracts implementation and managing contractual issues, well documentation and uploading the checklist and contracts to the WB client connection.
- Prepare change orders, cost and no cost extension for eligible and relevant variations, amendments for value adding activities to the contracts in accordance to the agreed timeline; and assist PAISA plus SAFI for well-documentation and obtaining the NPA and World Bank approvals.
- Provides technical assistance and consultation to DAB/legal counsel for resolving the contractual issues, disputes, conflicts.
- Undertake evaluation of the suppliers and consultancy firms' performance after completion of each relevant deliverable and final report, with lesson learns.
- Assist PAISA plus SAFI finance team to ensure the completion of the deliverables and payment based on output delivered by the firms.

2.4. Capacity building

- Conduct needs assessment report for training requirement by DAB projects office and procurement staffs in the area of procurement and contracts management;
- Prepare checklist for Procurement of Goods, Services and Works at each stage of the procurement process;
- Develop and conduct a comprehensive professional training program (both conceptual and on the job) to the staff of the procurement department and projects office towards capacity building of that should specifically cover the following areas.
 - Procurement Management;
 - Contract Monitoring and Disbursement Management;
 - Contract Negotiation;
 - Purchase Management;
 - Routine Procurement Operations;
 - Any other training that is required.
- Provide on-the-job training and timely assistance to the staff of Procurement and Projects staffs to enable them to successfully carry out their jobs.
- Prepare format of monthly procurement report for senior management and familiarize DAB staff to prepare the report. The report should have procurement performance indicators;
- Provide methodological guidance and know-how to Projects / and procurement directorate staff in procuring goods and services in compliance with the Public Procurement Law and the procurement guideline of the World Bank.

3. Time schedule for the proposed Work: The contract is for a period of 12 months after becoming effective.

4. Location of the assignment:

The consultant will be based in Kabul Afghanistan or as agreed by both parties, and will be able to undertake all of the work in DAB HQ Projects office. He is expected to be making visits to the World Bank offices in Kabul for consultation with World Bank procurement/project team on procurement & contract management related matters or any other tasks as assigned by the projects director within the general scope of the ToR.

5. Qualification requirement:

The suitable candidate should have the following qualifications and experience:

- Minimum 10 years of experience in management of procurement. Due weightage shall be accorded for experience with in World Bank or other Multilateral Development Bank'
- At least three years of international experience in carrying out procurement including complex IT systems;
- Possess Master degree in, procurement, Public Administration, MBA, Economics, Law, Commerce, Engineering or any other fields;
- Have good knowledge and understanding of the public procurement system;
- Have the ability to apply good judgment and interpretative skill in dealing with procurement-related issues including commercial aspects of bidding and bid documents, bid evaluation, contracts and other procurement documents;
- Have good skills and ability in effectively communicating and coordinating with client staff, consultants, government officials, technical as well as legal experts and the World Bank staff
- Have good management skills, ability to work under pressure;
- Have the ability to communicate in English and have computer and internet skills;
- Possesses impeccable integrity

4. Interested consultants are requested to submit their applications for the above assignment, along with a statement of interest and their CVs indicating their academic and professional qualifications, work experience along with higher education degrees and completion certificates of previous assignments ((initially scan copies of degrees/certificates through e-mail), and the details of the various positions held and their related responsibilities.

5. A consultant will be selected in accordance with the procedures set out in the World Bank Procurement and Consultants Guideline January 2011 (revised July 2014) and World Bank Procurement Regulations for IPF Borrowers (July 2016) Revised November 2017 & August 2018 will be used as Per relevant legal agreements

6. Applications received in response will be referred to a selection panel to be established by the DAB, which will prepare a short list of the eligible candidates. The eligible candidates will be required to appear for an interview, either in person or virtually, as convenient.

7. The signed Expression of Interest (EOI), C.Vs along with Academic/qualification degree(s), previous assignments' completion certificate or signed contracts must be delivered / submitted through email on or before the 16.00 hours Kabul local time 12th October 2019 at the address given below.

Address:

Financial Sector Rapid Response Project (FSRRP)

FSRRP Procurement Unit

Attn: Mr. Samiullah Samim, Senior Projects Procurement Manager

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