



**FIJI TOURISM DEVELOPMENT PROGRAM IN VANUA LEVU  
P178694**

**CENTRAL PROJECT MANAGEMENT UNIT: PROCUREMENT OFFICER**

<b>Terms of Reference</b>	
<b>Assignment</b>	Procurement Officer (National)
<b>Implementing Agency</b>	Ministry of Tourism and Civil Aviation (MTCA)
<b>Project</b>	Fiji Tourism Development Program in Vanua Levu
<b>Location</b>	Suva, Fiji
<b>Reports to</b>	Project Manager
<b>Level of input and duration of the assignment</b>	Full-time basis for the duration of the project (5 years). The initial contract will be for a 2-year period with the possibility of extension subject to performance.

**DESCRIPTION**

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The Ministry of Tourism and Civil Aviation (MTCA) is a newly established Ministry of the Government of Fiji, responsible for formulating policies to promote a sustainable and resilient tourism industry. The Ministry also oversees the development and implementation of civil aviation laws and policies to promote safe, reliable, and affordable air services to and within Fiji.

**BACKGROUND**

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The Government of Fiji is seeking US\$61 million in project financing from the World Bank (WB) for Phase I of the Fiji Tourism Development Program (Program) in Vanua Levu or 'Na Vualiku' (the Project).

The Program will be implemented over a multiphase programmatic approach (MPA). The MPA is a comprehensive over-lapping 3-phase tourism development program in Vanua Levu and Taveuni that will support the realization of Fiji's national development, private sector growth, and green growth plans. The program has two main aims: a) to improve the resilience and sustainability of the tourism industry, including short-term recovery and longer-term diversification and high-value growth; and b) to facilitate the execution of existing Government plans.

The Project is the first phase that will support the realisation of Fiji's national development, private sector growth, and green growth plans. The Project aims to set the foundations for sustainable tourism in Vanua Levu.

The MTCA will be the Lead Implementing Agency along with two other Project Implementing Units (PIU), including the Fiji Roads Authority and Fiji Airports Limited.

In preparation for the Project implementation, a Central Project Management Unit (C-PMU) will be established under the MTCA, staffed with consultants and personnel with key project management skills (procurement, financial management, environment and social risk management, and monitoring and evaluation) and technical expertise (tourism, gender) to manage the Project. The C-PMU will be supported with technical backstopping in specialized areas from various technical agencies as required.

The C-PMU will be a fully integrated part of the Ministry's structure that provides services to the other divisions, as well as providing planning, monitoring and evaluation, safeguards evaluation and monitoring, progress reports, and financial reporting, in accordance with both Government of Fiji and World Bank's requirements.

The C-PMU will include resources to deliver the Project services and activities, including work planning, reporting, budgeting and financial management, procurement, monitoring and evaluation, safeguards, training and capacity building, and communication.

The Project is required to comply with the Fiji Government and World Bank's policies relating to procurement and financial management. To support the design, preparation and implementation phases, the MTCA is seeking a Procurement Officer to join the C-PMU.

## **SCOPE OF SERVICES**

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The Procurement Officer (PO), based in Suva, Fiji, will be responsible for providing procurement advice, managing procurement and implementing the procurement requirements of the World Bank's new partnership with the Government of the Republic of Fiji, called the Fiji Tourism Development Program in Vanua Levu or 'Na Vualiku' Project, in accordance with the relevant World Bank project design requirements and procedures.

The position will work under the guidance of the Project Manager and will work with a cross-section team with the; Monitoring and Evaluation and Project Coordination Officer, Financial Analyst/Accountant, Tourism Specialist, Environment and Social Specialists, and other positions including but not limited to consultants on demand such as a Project Operations Manual Consultant.

More specifically, the Procurement Officer will deliver and be responsible for the following Key Result Areas (KRAs) during the preparation and implementation phases of the Project:

- i) Providing effective and efficient advice and lead in the preparation of key procurement requirement for the preparation and implementation phases of the Project in accordance with the Fiji Government and World Bank's procurement guidelines;
- ii) Ensuring that all procurement complies with the applicable policies and are carried out in an efficient, economic, transparent manner and achieves value for money;
- iii) Take the lead and support in planning and reporting of procurement in coordination with key PIUs;
- iv) Provide ongoing monitoring and evaluation of activities and inform key stakeholders on the activity performances;
- v) Perform any other tasks that may be required and duly instructed by the Project Manager in consultation with the Permanent Secretary for Tourism and Civil Aviation for effective implementation of the Project.

As a member of the C-PMU, the PO is required to proactively work with all relevant stakeholders so that the procurement arrangements successfully deliver Value for Money (VfM) in achieving the different Project Development Objective.

To achieve the above objective the PO is required to undertake any reasonable task to ensure the effective preparation and implementation of the project activities, including the following tasks:

- To coordinate the preparation (or update) the Project Procurement Strategy for Development (PPSD) as defined in the World Bank’s Procurement Regulations for Investment Project Financing (IPF) Borrowers. Attention is to be given to the topic “Market Research”. The PO is required to ensure that the market analysis develops an appropriate understanding of the market sectors that have been identified as having the potential to bid for the goods, services, and/or works required for contracts within the Project.
- To coordinate the preparation (or update, as needed) of the Procurement Plan. The plan is to be prepared or updated by utilizing the World Bank’s system STEP - Systematic Tracking of Exchanges in Procurement. Among other aspects, the PO shall ensure credible scheduling of all procurement activities.
- To prepare, with inputs from relevant stakeholders, all the necessary and appropriate procurement documentation for goods, non-consulting services and consulting services. This includes, among others, Procurement Notices, Procurement Documents and Evaluation Reports and requests for clearance as needed.
- To monitor the Procurement Performance in all projects. Based on STEP data, the PO is required to establish to monitor progress monthly. Efficient procurement implementation is paramount, so the PO is required to address any delays actively and pragmatically.
- To perform any other duties as reasonably requested by MTCA.

## **KEY RESULT AREAS**

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The role will have day-to-day leadership, management and coordination of activities of the Project Preparatory and Design Phase, including working with other staff on procurement processes, documentation and issues.

The Procurement Officer will ensure that all procurement activities are conducted in accordance with the Fiji Government and the World Bank procurement regulations and procedures to ensure transparency and accountability.

The role will do so in coordination with stakeholders and be responsible for ensuring that implementation, planning and reporting are in accordance with the Legal Agreements between the Fiji Government and the World Bank and all relevant World Bank procedures.

Under the general direction of the Project Manager, the PO will have the following KRAs:

Responsibilities:	Is successful when:
<p><b>1. Providing effective and efficient procurement advice and lead in the preparation and implementation phases of the Project</b></p> <ul style="list-style-type: none"> <li>• Lead and provide advice in the development and review of the PPSD and other procurement plans for the Project.</li> <li>• Lead in the procurement of goods, works and consulting services in close collaboration with the C-PMU and PIUs.</li> <li>• Liaise with PIUs to develop procurement processing and prepare all necessary submissions for approval as appropriate for the World Bank’s approval (No Objection).</li> <li>• Follow up on obtaining finalised technical specifications, terms of reference (ToR) and related implementing partners and prepare specific procurement notices (SPNs) and bidding documents (BD), expressions of interest (EOI) and request for proposal (RFP) documents.</li> <li>• Review and provide quality assurance of all procurement actions/packages with the C-PMU and PIUs.</li> <li>• Participate in contract negotiations with consultants as may be requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely advice and support provided.</li> <li>• Completion of the PPSD and procurement plans in accordance with the World Bank and Fiji Government’s procurement guidelines and core principles and delivered within the required timeframe.</li> <li>• Timely preparation of procurement notices and bidding documents using World Bank standard documents, as agreed with the World Bank.</li> <li>• Complete and approved procurement packages for progress.</li> <li>• Achieved successful negotiations of contracts for the delivery of the project’s activities in line with the Procurement Plan.</li> </ul>
<p><b>2. Contract and document management for goods, works and consulting services complies with the World Bank’s Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Establish and implement a procurement filing system for the project in compliance with STEP as may be required in a systematic and secure manner and ensure all records are available for post and prior reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of a procurement filing system for the project in alignment to STEP.</li> <li>• Economies of scale achieved in procurement activities.</li> </ul>

<b>Responsibilities:</b>	<b>Is successful when:</b>
<ul style="list-style-type: none"> <li>• Prepare the necessary procurement documentation including the preparation of advertisements, identification of possible suppliers/contractors, preparation of bidding documents, evaluation reports and review notes for the Project's activities, in consultation with the technical agencies.</li> <li>• All procurement of consulting services, works and goods complies with the World Bank's procurement guidelines and STEP and policies of the Fiji Government.</li> <li>• Arrange for publication of contract awards, in accordance with the WB Guidelines.</li> <li>• Progress submission of procurement requirements for processing of approvals (No Objections) for the project's activities through the PMU.</li> <li>• Check invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and endorse invoices for approval and payment.</li> <li>• Maintain procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories, compiling data on these for internal monthly reports.</li> <li>• Maintain list of vendors supplying the various items.</li> <li>• Ensure proper documentation of contract documents, list of consultants and contractors.</li> </ul>	<ul style="list-style-type: none"> <li>• Contract awards publicised accordingly to WB and Fiji Government's guidelines.</li> <li>• Contract management system supports management of deliverables in accordance with terms of reference/ technical specifications and payment of contracts in accordance with their terms as reflected in the contracts.</li> <li>• Well-developed procurement and supplier records/register.</li> </ul>
<p><b>3. Project planning and reporting:</b></p> <ul style="list-style-type: none"> <li>• Develop and update the PPSD and the procurement plans as required, including developing an annual procurement work plan</li> </ul>	<ul style="list-style-type: none"> <li>• PPSD and Procurement Plans developed for the Project.</li> </ul>

<b>Responsibilities:</b>	<b>Is successful when:</b>
<p>with clear roles and responsibilities for implementation of procurement activities for the Project.</p> <ul style="list-style-type: none"> <li>• Undertake rapid market assessments and design a strategy to promote the program’s business opportunities. Establish links with suppliers/consultants and brief them on the procurement rules.</li> <li>• Prepare semi-annual consolidated procurement progress reports including the status on the risk mitigation action plan and reporting on agreed procurement monitoring indicators.</li> <li>• Lead and provide advice in the preparation of bid/proposal evaluation and contract award recommendation reports (BER, TER, CER, draft negotiated contracts) for selection of contractors, suppliers, and consultants.</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid market assessments regularly undertaken and captured in the required reporting.</li> <li>• Engage and inform the procurement requirements for the Project, project consultants and contractors.</li> <li>• Semi-annual procurement reports prepared and endorsed by the World Bank and Project Steering Committee.</li> <li>• Bid/proposal evaluation and contract award recommendation reports approved.</li> </ul>
<p><b>4. Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Create Key Performance Indicators (KPIs) to monitor the status of procurement performance for Project and its components.</li> <li>• Regularly analyse the procurement and contract data and propose adjustments to the procurement arrangements based on the evidence collected whenever required during the course of Project implementation.</li> <li>• Work with Financial Accountant on progress of works and payments.</li> </ul>	<ul style="list-style-type: none"> <li>• KPIs developed and monitored regularly to inform status of project activities’ implementation.</li> </ul>
<p><b>5. Capacity Development</b></p> <ul style="list-style-type: none"> <li>• In consultation with the World Bank and Fiji Government, prepare and deliver a tailored capacity development program with related training material, guidance notes etc. for capacity building of relevant MTCA staff,</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity development program training and support on procurement delivered effectively and efficiently.</li> </ul>

<b>Responsibilities:</b>	<b>Is successful when:</b>
implementation teams, evaluation committees and other staff involved in procurement of project activities. This also includes training for project contractors, suppliers and consultants when required.	<ul style="list-style-type: none"> <li>• Relevant staff, contractors and consultants know and understand the applicable World Bank's procurement processes.</li> </ul>
<p><b>6. Other tasks deemed necessary.</b></p> <ul style="list-style-type: none"> <li>• In consultation with FFA establish procurement standard operating procedures with clear roles, responsibilities and service standards.</li> <li>• Implement the procurement risk mitigation actions identified in the project appraisal document (PAD).</li> <li>• Provide input in the development of the POM as necessary.</li> <li>• Undertake other relevant activities as deemed necessary for the smooth operation of the project.</li> <li>• Assist the Project Manager in the development of the C-PMU's annual work programme and budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Standard Operating Procedures developed.</li> <li>• Procurement risk mitigation actions implemented successfully.</li> <li>• Provision of procurement inputs in the project's POM.</li> <li>• Performed other tasks as requested during the course of engagement.</li> </ul>

## **OUTPUTS**

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The PO is responsible for ensuring the timely completion of the following outputs:

<b>Output</b>	<b>Timeframe</b>
Detailed work plan for the first six months	2 weeks from start date
Updated PPSD	As required by MTCA's needs, but at least annually
Updated Procurement Plans	As required by the IA's project preparation needs but at least annually
Procurement Monitoring Reports	Monthly
Necessary procurement documentation Specific Procurement Notice (SPNs), Bidding Document (BD), Request for Proposal (RFP),	As required.



Request for Expression of Interest (REOI), Bid Evaluation Reports (BER), TER, CER, draft negotiated contracts etc.	
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**WORK COMPLEXITY**

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The most challenging duties typically include:

1. Refining activity proposals, resolving issues and reporting to monitoring and evaluation principles and contributing substantively to the Fiji Government and World Bank requirements.
2. Coordinating and monitoring the Project’s progress across all proposed Project components and activities.
3. Complying with the administrative tender and procurement requirements of World Bank and of PIUs.
4. Ensuring correct financial documentation, reporting and information management procedures are followed.
5. Managing procurement in accordance with requirements of the World Bank and the Fiji Government.
6. Managing multiple contracts involving firms/consortiums/consultants nationally and internationally.
7. Managing relationships between the C-PMU, PIU, consultants, the World Bank, and others including the provision of advice of differing institutional requirements.

**SELECTION CRITERIA**

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Minimum Education: Bachelor’s Degree in project management, procurement, business administration/finance, law, commerce and/or other related area to the coordination of the Project.

Minimum language skills: excellent verbal, written and presentation communication skills in English.

Minimum Years of Relevant Experience: 2 years, including:

- Experience in an office setting with tasks related to non-technical (e.g., commercial, procedural) aspects of procurement processing.

- Experience with the Fiji Government’s public procurement system and with the World Bank’s procurement policies, processes and practices would be an advantage.
- Proven analytical and evaluative skills, including the ability to independently provide well researched analyses of key procurement issues and problems.
- Excellent computer skills, particularly with Excel.
- Proven ability to function effectively in multi-disciplinary teams within a matrix management environment.

<p>Adequacy for the assignment (relevant education, training, experience in the sector/similar assignments). Aspects that will be positively considered:</p> <ul style="list-style-type: none"> <li>• Master’s or Postgraduate in a relevant discipline.</li> <li>• Experience working with the World Bank’s procurement system, Systemic Tracking of Exchanges in Procurement (STEP).</li> <li>• Experience in managing projects of large, complex scale.</li> <li>• Experience working in Pacific or developing countries.</li> <li>• Experience with relevant legislation, policies, procedures, and processes of government.</li> </ul>	<p>60</p>
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This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications, or equivalent level of learning through experience or key skills, attributes or specific competencies.

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

<p>Proficient Level</p>	<p>Advanced working knowledge on World Bank procurement guidelines  Professional attitude and presentation, including ability to act honestly and professionally in all situations  Superior problem solving skills  Excellent understanding of the various mandates of the Fiji Government and World Bank</p>
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	Analytical skills Negotiation skills
Advanced Level	Good working knowledge of the Project Appraisal Document (PAD) and Program Operational Manual (POM) Strong communication skills to influence a certain course of action necessary for the implementation of activities Advanced project management skills Ability to form an articulated and justifiable opinion on relevant issues; excellent understanding of national procurement legislations and laws
Working Knowledge Level	procurement plans and annual work plans Financing and Grant Agreements between the World Bank and Fiji Government including the Disbursement Letter and the Service Agreements Environmental and Social Management Framework (ESMF) Policies and laws of the Government of Fiji
Awareness	Roles and mandates of other organisations and agencies

**Key Behaviours**

*All candidates are measured against the following Key Behaviours as part of Performance Development*

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

**Personal Attributes**

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Excellent interpersonal skills
- Results orientation

- Ability to manage and work well in multi-disciplinary and multi-cultural teams
- Ability to work in an organized and systematic manner
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

## **CONTRACT DURATION AND CONDITIONS**

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- i. The contract will be for an initial period of two years and may be extended for the life of the project and the longer-term program subject to satisfactory performance.
- ii. The contract is subject to a probationary period of six months and may be subject to satisfactory achievement of initial training goals.
- iii. Performance will initially be reviewed at one month, three months, and six months, and thereafter to six monthly and annual reviews.
- iv. This is a full-time position based in Suva, Fiji, and will involve travel to outer Islands.
- v. The position is open to citizens of Fiji or those eligible for a work permit in Fiji.

## **DISCLAIMER**

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From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment, including technological requirements or statutory changes. Such amendments may be initiated as necessary by the Permanent Secretary. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.