Papua New Guinea
Department of Higher Education, Research, Science and Technology
Improved TVET for Employment Project

Terms of Reference
National Procurement Officer

Background

The reform of the post-secondary sector in Papua New Guinea (PNG) through the Higher and Technical Education Reform Act 2020 provides for a new governance and management framework for Technical and Vocation Education and Training (TVET) colleges with increased independence in management and leadership with closer partnerships and linkages with industry and businesses. The Higher and Technical Education Reform Act establishes the National Skills Development Agency (NSDA) within the Department of Higher Education, Research Science and Technology (DHERST) as a multistakeholder advisory and governance platform for TVET institutions. The NSDA oversees the planning and development of national skills in PNG shifting from the traditional supply-driven to demand-driven competency-based curricula and training.

The project is called "Improved TVET for Employment" (hereon referred to as 'the project') and is implemented by DHERST. The project strengthens the building blocks for effective TVET institutions to provide skills and competency-based training that meet labour market needs thereby increase employment potential for PNG nationals. The project focuses on achieving the following outputs: (i) TVET college governance and management provided; (ii) high quality TVET teacher training provided; (iii) curriculum for TVET demand-driven programs developed; (iv) gender-responsive TVET infrastructure and equipment established; and (v) national TVET governance and industry linkages developed. The project is loan financed by the Asian Development Bank, Government of Papua New Guinea (GoPNG) and grant funded by the Government of Australia's Department of Foreign Affairs and Trade (DFAT).

The GoPNG has established a Project Management Unit (PMU) within DHERST to manage the implementation of the project in accordance with the relevant financing agreement, ensuring the overall management aspect including especially the fiduciary requirement of the project is achieved.

Objective of the Assignment

To engage a National Procurement Officer to assist in the overall management and coordination of various procurement requirements and relevant activities under the project, especially bringing-in relevant local context.

Scope of Work

The Procurement Officer will be responsible, under the direction of the International Procurement Specialist, for providing procurement support and technical assistance to the Project. This will be undertaken in compliance with the applicable ADB and DFAT Procurement Guidelines/Regulations, the provisions of the Loan/Financing Agreements, and the PNG

National Government laws and regulations, as applicable. Ensure that local context relevant to the procurement undertakings are considered in procurement strategies. The National Procurement Officer shall also assist in the contract management and related activities as needed.

The National Procurement Officer is expected to carry out the following activities but not limited to:

1. Assist in the preparation of procurement plans including detailed procurement packages, market approach, and the procurement method for each contract package in accordance with the relevant ADB, DFAT and PNG Procurement Policies and Regulations as set under the National Procurement Act (2018).

2. Assist the DHERST Bid Evaluation Committee (BEC) and PMU in the procurement process for goods, works and non-consulting services according to project Procurement Plans and the applicable ADB and DFAT's Procurement Guidelines/Regulations and the National Government regulations, that includes:

    - Advertising of the Invitation for Bids/Quotations;
    - Identifying the sources of supply, evaluate the eligibility and qualifications in order to prepare the list of suppliers/contractors for contracts;
    - Preparing bidding documents/request for quotations, bids/quotations evaluation reports in accordance with the sample documents supplied for the project;

3. Assist the DHERST Bid Evaluation Committee (BEC) and PMU in the process of the selection and employment of project consultants according to project Procurement Plans and the applicable ADB Consultant Guidelines/Procurement Regulations and PNG Procurement Regulations, that includes:

    - Preparing/commenting on requests for expression of interest; short-listing of consultants, Request for Proposals, etc.;
    - Provide guidance to evaluation committees on recruitment process and procedures
    - Reviewing and finalizing evaluation reports of selected consultants; and
    - Finalize contracts for project consultants and ensuring that they are aligned with the standard contracts of the portfolio for both national and international hires
    - Monitoring and supervising the contract implementation;

4. Assist in the evaluation of bids/proposals, and the preparation of reports, more specifically:

    - Ensure the technical, commercial and financial aspects of the bids/proposals are evaluated, in accordance with the requirements of the relevant procurement documents;
    - Review and issue comments, as necessary, on contract packages procured;
    - Assist in the review and preparation of the evaluation reports for all contracts subject to prior review before sending to the ADB for "no objection"; and
    - Ensure timely and complete procurement documentation for goods, works, non-consulting, and consulting services.

5. Set-up and develop a record keeping system for all procurement activities and contracts;

6. Assist on queries relating to the Project's procurement activities; coordinate with the ADB/DFAT/NPC and other relevant offices and government agencies when necessary;

7. Assist the International Procurement Specialist in conducting procurement training/s and workshops to the PMU and the investee Colleges

8. Assist in contract management and related activities as needed, such as preparing contracts, amendments, review and follow up of contract management related issues, if any, among others.

9. Provide monthly progress report on procurement to the Project Manager, highlighting any significant developments or concerns.

Minimum Qualification and Requirements. Bachelor's Degree in Public Administration, Finance, Management, Engineering, Legal. At least 5 years' procurement or project management experience in the public sector. Prior work experience in Procurement following the Government of Papua New Guinea Procurement Process and other Development Partners such as Asian Development Bank (ADB), World Bank (WB) and the United Nations (UN) will be an advantage.

Duration of the assignment and reporting requirements. The contract will be for 1 year on in intermittent basis with an option to be renewed depending on the consultant's performance. The assignment will include travel and assistance to the 10 TVET Colleges.

The consultant will report to the Project Manager of the PMU under the overall supervision of the Project Director (DHERST Secretary). In addition, the National Procurement Officer will work closely with the National Contracts Management Officer and the International Procurement Specialist in its day-to-day operations and functional guidance.