

**PROCUREMENT SPECIALIST**  
**Papua New Guinea Energy Utility Performance and Reliability Improvement Project**  
**(EUPRIP)**  
**Terms of Reference**

Project Name: **Papua New Guinea Energy Utility Performance and Reliability Improvement Project (EUPRIP)**

Position/Role: **Procurement Specialist**

Duration: **230 working days over 4 years, Part-time inputs from home and the field with several trips to PNG (details to be agreed between the parties).**

Location: **Remote and in country (PNG Power Ltd - Port Moresby, PNG)**

**A. BACKGROUND:**

The Independent State of Papua New Guinea (the Borrower) has received financing from the World Bank toward the cost of the Energy Utility Performance and Reliability Improvement Project (EUPRIP). The implementing agency for the EUPRIP is PNG Power Limited (PPL).

The EUPRIP aims to improve operational performance of PPL. It will (a) urgently rehabilitate PPL's aging transmission and distribution network and control systems on the Port Moresby and the Ramu Grids so that the people connected to these two grids will experience less power outages; and (b) implement measures to reduce power system losses and enhance revenue collection to continue transforming PPL into a commercial utility and a financially credible off-taker for independent power producers.

The IBRD Loan, with a financing of US\$30 million, will include the components described below consisting of both soft and hard investments that are urgently needed to improve the utility performance.

**Component 1: Urgent rehabilitation and upgrade of PPL infrastructure (US\$16.3 million)**

This component will support execution of investments in urgent rehabilitation and upgrade of facilities for electricity supply needed to improve service quality to acceptable levels, with a focus on (i) improvements, reinforcements, and upgrades in the medium voltage (MV) distribution network, (ii) rehabilitation and upgrades of selected substations, and (iii) enhancements in electricity supply control and protection functionality.

**Component 2: Component 2 — Implementation of key components of Performance Improvement Plan (PIP) for PPL (US\$9 million)**

This component will support implementation of key components of the PIP, which has been adopted by PPL management. The PIP focuses on improving efficiency, transparency and accountability in key operations areas (electricity supply, commercial functions, management of

corporate resources) in a sustainable manner, with specific emphasis on better service quality and revenue optimization (loss reduction and maximizing collection). PPL is already implementing some elements of the PIP on its own – notably the component on organizational restructuring and establishment of skilled management team and workforce, and various actions under other components of the plan.

- (i) **Incorporation of tools to support management.** The project will support incorporation by PPL of management information systems (MIS) to enable more efficient, transparent and accountable development of processes and activities in all business areas: operation and maintenance (O&M) of assets for electricity supply and handling of customers' claims, commercial functions, and management of corporate resources. Incorporation of the MIS must be complemented with the improvement and update of their respective databases (customers, assets, etc.) supported by a geographic information system (GIS) as well as improvement in their business processes. An assessment of business processes will need to be undertaken in conjunction with the installation of the MIS.
- (i) **Revenue protection and optimization.** The project will support activities to reduce non-technical losses (unmetered consumption) in supply through systematic remote recording and monitoring of consumption of large users. This is in accordance with the RPP. This will be done by installing Automatic Meter Reading (AMR) systems for those customers. The program will initially target large customers (consuming above 800 kWh/month) who represent less than seven percent of PPL customers but account for 77 percent of the physical sales of the company.

### **Component 3: TA on least cost power development plan and implementation (US\$1.6 million)**

This component will provide TA to support any supplementary planning and preparatory studies as may be needed to implement the LCPDP and achieve the country's electrification targets, in particular to: (i) any planning studies that may be needed supplementary to the LCPDP, and updates to the LCPDP, (ii) any assessments, feasibility studies, and preparing detailed design and bidding documents as needed for rehabilitation of existing hydropower facilities within the project area (notably Ramu 1 rehabilitation and Rouna Cascade rehabilitation); and (iii) TA activities and studies to support the preparation of projects identified in accordance with the LCPDP and agreed with the Bank, which may include gas-to-power projects<sup>21</sup> and renewable energy projects such as Naoro-Brown HPP<sup>22</sup> and/or solar or wind projects, and the associated transmission and distribution lines.

### **Component 4 — Project management support (US\$3.1 million).**

This component will provide technical and operational assistance, including carrying out capacity building activities and training, to support PPL on: (i) Project management and implementation; (ii) technical areas related to the activities carried out under the Project; and (iii) measures to address and monitor gender-related matters. In particular, this component will finance: (i) TA for project management and related technical issues through the recruitment of a project manager, and technical, financial management (FM), procurement, and social and environmental safeguards experts as needed, (ii) TA for efficient implementation of previous components, (iii) the preparation of project safeguards studies and audits, (iv) office equipment and incremental

operating costs, (v) technical advisory services to PPL for project design, implementation and supervision, (vi) capacity building on key areas, including safeguards<sup>23</sup> and resilience to climate change and natural hazards , and (vii) consultancy services to address and monitor gender-specific targets through the project.

## **B. OBJECTIVES OF THE ASSIGNMENT:**

The objective of the Assignment is to engage a qualified Procurement Specialist for EUPRIP on a part-time basis who will be responsible to provide project support, assist PPL in implementing the Project, by ensuring that all procurement is conducted in accordance with the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers (Procurement Regulations), November 2020. The Procurement Specialist (PS) will support PPL with the implementation of key procurement activities and development of systems and capacity building.

S/he will provide remote (offsite) as well as or in country (onsite) support. S/he may be required to travel to the provinces. The PS shall report to the Project Manager and will closely collaborate with other Project Implementation Team members and also with relevant departments of PPL.

## **C. Key Tasks and Responsibilities**

The Procurement Specialist (PS) will be responsible for:

- planning the project procurement activities based on a practical strategy for project implementation and ensuring that the WB Systematic Tracking of Exchanges in Procurement (STEP) system is kept up to date for all the approved procurement activities.
- guiding and supporting the management and implementation of all the procurement activities under the project following the applicable World Bank Procurement Regulations and as detailed in the Financing Agreement.
- providing procurement capacity building for project staff, particularly the Procurement Officer; and
- working with the PPL on a set of critical tasks, which are required in the implementation of the project. This may include developing basic templates and procedures for the project.

The Key Tasks for the Procurement Specialist include:

- Ensuring that all procurement is carried out in accordance with the legal agreement (Financing Agreement) and that the procurement arrangements are consistent with the Project Operations Manual (POM) and the Project Appraisal Document (PAD), which also included reference to the applicable World Bank Procurement Regulations and GoPNG approval procedures.
- Carrying out a supply market survey and analysis to determine the capacity and capability of the supply market (in particular the local supply market) to respond to the procurement activities identified for the Project.

- Supporting periodic review and revision of the Project Procurement Strategy for Development (PPSD) document.
- Drafting the Project Procurement Manual (which will form part of the Project Operations Manual), including detailing of procedures and standard forms/templates to be used during implementation.
- Training: As part of the capacity building strategy on public procurement, the PS shall ensure that relevant project staff are trained on procurement procedures.
- Monitoring and reporting on the timely procurement and delivery of goods, works, and services in accordance with the project needs.
- In coordination with PPL, making sure that the Bank's Standard Procurement Documents (SPDs) and/or the template documents detailed in the Procurement Implementation Guidance are used for all procurement activities;
- Contract management: Monitoring the implementation of contracts, and the performance of suppliers/contractors/consultants'/service providers in delivering the contracted goods, services, and works (including taking action for non-performance). This should include maintaining a status report on all timelines, outputs, technical clearances, invoices and payments for each contract.
- Preparing contract amendments (including timely extensions where necessary), and assisting in the preparation of liquidated damages, warranty and insurance claims.
- Assisting PPL in the preparation and issue of acceptance documents and certification for release of final payments.
- **Quality Assurance:** Establishing a quality assurance mechanism for all procurement to be carried out under the project. As a minimum, the PS shall formally scrutinize all contract award recommendations, via a written advice note, for procurement cost the equivalent to USD 50,000 or more. The quality assurance mechanism (or standard operating procedures) shall be documented in the relevant project document (e.g. Procurement Manual);
- Monitoring the procurement plan and update it on a regular basis, and ensuring that all procurement is carried out in accordance with the approved procurement plan.
- **STEP:** Leading the adoption of STEP - Systematic Tracking of Exchanges in Procurement - an online system developed to help the World Bank and borrowers plan and track procurement activities under Bank-financed projects. (STEP transforms data into knowledge, speeds up the procurement process, and improves accountability and transparency – driving results for development. -- <http://www.worldbank.org/en/news/video/2015/05/13/step-procure-better-and-faster-to-achieve-results>); and
- **Filing:** To meet the filing requirements of the Government and World Bank, the PS should establish a filing system and keep all the information and documents for review and/or auditing. All the information and documents should be handed over to project at the completion of this contract with a detailed list of documents.

PPL has a zero-tolerance approach to child exploitation and abuse. Child exploitation and abuse will attract criminal, civil and disciplinary sanctions. PPL will not knowingly engage—directly or indirectly—anyone who poses a risk to children. The candidate will be required to sign a code of conduct that applies and builds on where appropriate EUPRIP Child Protection Professional Behaviors and provide evidence of their commitment to child protection.

#### **D. Facilities provided by the Client –**

The Consultant will be responsible for all facilities (Office equipment, stationary, internet, communications (phone) and all related utilities) required for performance of the services if from overseas.

The Client will provide the office space, including office furniture, access to the IT equipment, stationary, internet, communications (phone and fax) and all related utilities for the Consultant for the time spent within PNG. The PS is expected to carry his/her own laptop/computer in PNG.

The PPL will support the PS by providing all the documents related to the Project (e.g. Financing Agreement, Project Operational Manual, Aide Memoires, World Bank and GoPNG Procurement Regulations, etc.). Transportation to/from the office is the PS responsibility. All Costs related to the PS travelling outside of Port Moresby (if required) would be arranged and paid for by the PPL or the PS will meet the cost and claim reimbursement

#### **D. Duration**

The estimated level of effort is 230 working days, over 4 years, until June 30, 2027, the Closing Date of the Project. The position would be subject to a probationary period of six months. Performance appraisal(s) will be undertaken as needed.

The Procurement Specialist is expected to perform the services, part time, and the starting date shall be as soon as possible. The support will be spread over the 4-years duration, with an estimation of 80 working days for each of the first 2 years. The inputs from PS are expected to lessen over time as the capacity of the Procurement and Contract Management Officer increases.

The PS is expected to make up to 5 trips to PNG and spend a total of 120 calendar days in country. Subject to satisfactory performance, and ongoing need, availability of funds, and agreement between the parties, the contract may be extended.

## **E. DELIVERABLE AND REPORTING OBLIGATIONS:**

The Procurement Specialist will report to the Project Manager, and is expected to collaborate with all project team members. The PS will train and guide the Procurement and Contract Management Officer.

The deliverables of the PS will include but not be limited to:

<b>Report/Deliverables</b>	<b>Timing</b>
Procurement Plan	Annual and anytime required
Evaluation Report	For every procurement activity
SPN, RFB, RFP, etc	As required
Report as requested by the Financing Agreements	Half yearly and annual
Evaluation reports for procurement	As required
Training Material, Curricula and Report	2 weeks after undertaking the training
Final consultant report providing a comprehensive overview of progress made and providing observations and recommendations regarding the future success of the project	2 weeks before completion of the assignment
Consultant reports outlining activities undertaken and progress towards deliverables using the standard reporting format	Monthly
Other reports as may be requested by the Project Manager	When requested

## **F. Qualification and Experience**

The successful candidate would be expected to have the following qualifications and experience:

- An advanced degree (MA/MS/MBA) in a related discipline (engineering, procurement, law, finance, business administration, project management), or a degree in another relevant field with proven practical experience (minimum 5 years), or other relevant qualifications and considerable proven practical experience (minimum 10 years of recent and relevant procurement assignments);
- At least 10 years work experience in public procurement;
- Ideally with at least 5 years working experience in WB-funded procurement (or other similar financing institution);
- Work experience in a country similar to PNG would be an added advantage;
- Practical experience and proven track record in capacity building and experience with the Government of Papua New Guinea procurement requirements is desirable.
- Ability to communicate effectively, orally and in writing; and
- Possess a high degree of Integrity and accountability in all aspects of project procurement (references to be provided on request).