

Project Name: Renewable Energy and System Reinforcement Project

TERMS OF REFERENCE – PROCUREMENT SPECIALIST

Electricite Du Liban (EdL)

1- BACKGROUND

The Ministry of Energy and Water (MOEW), through Electricité du Liban (EDL) and the Litani River Authority (LRA), will implement the Lebanon Renewable Energy and System Reinforcement Project (P180501), funded by the International Bank for Reconstruction and Development (IBRD). The total project cost is 250MUSD, financed through a combination of IBRD loan financing and government contributions.

This project is designed to strengthen Lebanon's electricity infrastructure, enhance renewable energy integration, and improve overall energy sector efficiency. It includes investments in grid modernization, hydropower rehabilitation, network reinforcement, and institutional capacity building to ensure the sustainability of Lebanon's energy sector.

To facilitate effective project implementation, EDL and LRA have established Project Management Teams (PMTs) composed of professionals who will lead or support the achievement of the respective project component objectives.

The Procurement Officer reports directly to the PMT Manager on activities under his/her responsibility related to managing the flow of procurement activities under the different project components and to the programming, acquisition, and follow-up of the usage of goods and consultants' services supplied by the project.

I- RESPONSIBILITIES

The Procurement Officer will manage all procurement activities in accordance with the World Bank related policies and procedures. The tasks of the Procurement Officer will include:

- Manage the project procurement through implementing all policies and procedures related to procurement activities and ensuring that Bank procurement regulations are followed in all transactions.
- Participate in developing and updating the Project Procurement Strategy for Development, as per project requirements.
- Maintain the exchange between the project and the World Bank using the Systematic Tracking of Exchanges in Procurement (STEP).
- Participate in project technical committees or component team meetings in order to ensure timely implementation progress with a focus on procurement-related activities.
- Organize, plan, manage, and provide support to the preparation of all procurement activities.
- Implement the planned activities either directly or by engaging the services of third-party suppliers/consultants/United Nations (UN) agencies/ Non-Governmental Organizations (NGOs).
- Undertake necessary advertisement on annual and periodic basis.
- Develop procurement documents and participate in the evaluation process for consultants and suppliers (terms of reference (TOR) for consulting services, Technical specifications for Works and Goods, requests for proposals, request for bids, evaluation reports with recommendation for contract award, preparation of documentation for contract signing and payments, etc.).

- Develop and maintain an updated Procurement Plan according to the project manual and standards and annual work plans for each component of the project. Coordinate with the Financial Officer for regular preparation of financial management reports, as a part of the World Bank financial reporting requirements. Integrate procurement planning and disbursement forecasts for realistic as per appropriate budget.
- Establish, in coordination with financial and Information Technology (IT) teams, means for suitable internal control system to facilitate the process and monitoring procurement processing. Develop tools for capturing procurement data and identify progress towards the achievement of procurement schedules.
- Lead development of procurement schedules and plans and generate regular updates for the guidance of the Project Manager, PIU team specialists and component team leaders
- Conduct market research and update price lists in respect of relevant equipment, consultants, contractors.
- Conduct market engagement when needed, as per World Bank procurement requirements.
- Develop and maintain a data base of suppliers and consultants to include their contacts, areas of expertise, relevance to project components. A cross reference system would be necessary to facilitate identification of filed supporting documents.
- Maintain accurate procurement records, including all actions and documents for review by the World Bank's supervision missions. This includes advertisement, preparation of expressions of interest, TOR, request for quotations/proposals, proposals opening, evaluation of quotations/proposals, record of proposals submissions, contract award/purchase order, performance of the contracts, claims, complaints, reports, internal memos and correspondence related to procurement, and any relevant documents.
- Ensure that all Consultants' deliverables are properly filed and referenced.
- Follow up on contract management and payments to suppliers.
- Participate in field visits to supervise works and delivered goods.
- Collect information on acceptance of deliverables (works, goods, consultant's outputs).
- Provide training on procurement related processing to procurement staff and other staff involved in procurement processing.
- Facilitate post review and procurement audits on a random basis by the World Bank's supervision missions.

II- QUALIFICATIONS AND SKILLS

- Bachelor's degree in Engineering, Management, Procurement, Business Administration or relevant discipline; A Master's degree is an advantage.
- At least 5 years of experience in a similar position in the public/private sector or in internationally financed projects (related to: Procurement, purchasing, supply chain, etc.).
- Knowledge of concepts, principles and approaches to international procurement.
- Knowledge of the World Bank Procurement regulations, is preferable.
- Experience in procurement and contract management in the energy sector is a plus.
- Experience in Contract Management and Procurement in internationally funded projects is a plus.
- Knowledge of the public sector in Lebanon and its overall structure and policy objectives is a plus.
- Strong communication skills in both English and Arabic.
- Excellent knowledge using computer software (Word, Excel, PowerPoint, and Microsoft Project).
- Demonstrated problem-solving and negotiating skills with ability to balance project objectives and procurement requirements with beneficiaries needs.