



REVOLUTIONARY GOVERNMENT OF ZANZIBAR MINISTRY OF FINANCE AND PLANNING

INSTITUTIONAL SUPPORT PROJECT FOR GOOD GOVERNANCE (ISPGG III)

EXPRESSIONS OF INTEREST FOR THE INDIVIDUAL CONSULTANCY SERVICES FOR RECRUITMENT OF TECHNICAL ASSISTANT (TA) TO SET UP AND DEVELOPMENT OF PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS AUTHORITY (ZPPDA)- ZANZIBAR

1. BACKGROUND

The Ministry of Finance and Planning (MoFP) of Zanzibar has received a loan from the African Development Bank (AfDB) to finance various activities under the ISPGG III Project. The MoFP wishes to recruit the services of a Technical Assistant (TA) to provide technical expertise for institutional set up and Development to support the Zanzibar Public Procurement and Disposal of Public Assets Authority (ZPPDA).

The Zanzibar Public Procurement and Disposal of Public Assets Authority (ZPPDA) as an autonomous body established by the Public Procurement Act No 11 of 2016 is responsible to oversee all public procurement and disposing activities of the Revolutionary Government of Zanzibar in order to maximize economy in public procurement and ensuring that value for money in procurement are obtain.

The Revolutionary Government of Zanzibar has undertaken various procurement reforms resulting in the establishment of a regulatory authority, the Public Procurement and Disposal of Public Assets Authority (PPDA). The Public Procurement and Disposal of Public Assets Authority (PPDA) is expected to improve transparency and efficiency of the procurement system, strengthen documentation and audit capabilities around the procurement function, improve budgetary tracking and absorption, and increase competition in procurement by making information more accessible

2. OBJECTIVE OF THE CONSULTANCY

The main objective of this assignment is to support Zanzibar Public Procurement and Disposal of Public Assets Authority (ZPPDA) in institutional set up and development along with harmonization of the public procurement system in Zanzibar with the provisions of

the Procurement Act No 11 of 2016 at international standard level, as well as the promotion of efficiency and effectiveness in the use of public funds through promoting fairness, transparency and win International, Local, Private and Public confidence.

3. TASK AND SCOPE OF WORK

The Consultancy will focus on but not limited to the following:

1. The TA shall assist the Authority in Institutional set up and Development
2. The TA shall assist the Authority in Financial management:
3. The TA shall assist the Authority in Information Technology:
4. The TA shall assist the Authority in Technical and operation:
5. The TA shall assist the Authority in the execution of the following strategic interventions:
6. The TA is aimed at ensuring to facilitate the Authority to design, implement, control, monitor, maintain and evaluate the following different (although interrelated) functions:

4. DUTIES AND RESPONSIBILITIES

On a daily basis, the TA must dedicate his support and skills to execute the following duties;

- Carry out country, sector and project procurement risk assessments and develop risk mitigation plans, including policy and regulatory recommendations, to address risks identified.
- Provide inputs for the standardization and improvement of guidelines, policies and procedures relating to procurement and disposal of assets, and in connection with country systems and related initiatives, including assistance in drafting of policy papers, annual reports, briefings, guidance notes, staff instructions, and similar documents.
- Assist in the coordination with other development agencies for harmonization of policies relating to procurement and consulting services, including providing support as assigned for multilateral procurement task forces and similar bodies.
- Deliver tailored training to Board members, staff and executing agency staff to develop skills in procurement, consulting services, and project administration, in accordance with existing Laws and Regulations.
- Support the Authority's management in interdepartmental orientations, outreach and training on policy and procedural matters, including providing support for informal board seminars and similar on procurement professional and related issues.
- Overcomes financial and technical unexpected difficulties and challenges. So, shall outline source of income and desired technical innovation.
- Actively supports work improvement and/or organizational change by work and deed

- Develop and adopts change plans to support Authority's initiatives to Maintain memorandum and agreement with other relevant institutions.

5.0 EXPECTED OUTPUTS

The TA is expected to submit but not limited to the following key reports;

- a) Inception report within four weeks of being on board. Describing the work plan and performance schedule.
- b) Preliminary Assessment Report, to be submitted within 3 months after commencement giving a detailed assessment of ZPPDA operations plus proposals / arrangements for all aspects of the assignment
- c) Monthly progress reports to be submitted to Executive Director. The reports shall be submitted by the close of business on Friday of the first week of each calendar month.
- d) Quarterly progress reports to be submitted to Executive Director within 5 working days from the last day of the previous month of reporting.
- e) Completion Report at the end of the assignment, highlighting major achievements and bottlenecks experienced during implementation of the assignment and plus significant lessons learnt and major recommendations to assure operational sustainability.

6. DURATION OF THE CONSULTANCY

Contract duration will be Twelve (12) months with a possibility of an extension should the Authority require the further services of a Technical Assistant and upon satisfactory performance. The Technical Assistant (TA) will be expected to start work on March, 2018.

7. MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

The Technical Assistant shall:

- a) Be a qualified person with at least Master's Degree on Business Administration, Economics, Engineering, Public Policy, Management or related field.
- b) Be registered with a relevant professional body/institution.
- c) Have a minimum experience of 15 years in management of Public corporation and at least 5 years working as a Technical Assistance for similar assignment in a project financed by AfDB, World Bank or any other major International financial institution.
- d) Experience of developing framework for public sector authority or similar structure and for public owned company, both with legislative knowledge and work experience in emerging and developing economies given the nature of the assignment.
- e) Experience of data collection, survey, data analyses, evaluation, drafting institutional policy including HR staffing, financial modeling, management information system, procurement, and public administration;
- f) Experience of ICT related tasks or fields, specialized IT software, use of IT facilities. Good understanding of and knowledge and experience in socio-economic issues in the country.

- g) Demonstrate a high level of written and oral communication skills. Fluency in English is necessary and ability to converse in Kiswahili will be an advantage. Working knowledge of basic office software packages is essential.
- h) Have relevant experience on working conditions outside his/her own countries and in sub Saharan Africa.

8. PLACE OF WORKS AND REPORTING ARRANGEMENTS

The duty station of the Technical Assistant (TA) will be at Zanzibar Public Procurement and Disposal of Public Assets Authority Offices in Unguja. The Assistant will work close collaboration with the Authority's staffs and report directly to the Executive Director as well as the ZPDDA Board of Directors when needed.

9. REMUNERATION

The Technical Assistant (TA) will be paid an attractive remuneration based on qualifications and experience as approved by AfDB. Apart from salary he/she will be provided with shared working space with all necessary facilities including a new laptop, computer, printer, stationery, internet, and fax and telephone facilities for official work. Transport for official work in Zanzibar will also be provided. The Consultant will be responsible for accommodation in his Unguja, Zanzibar duty station and transport for non-official work. Other salient aspects of the Consultancy contract will be agreed during negotiations in line with the AfDB compensation guidelines.

In addition, for candidates who need to travel to take up this assignment, a round trip economy class air - tickets with the shortest route will be provided. The candidate will be responsible for obtaining personal health insurance at his or her own cost. The coverage should include all medical expenses, including those resulting from illness or injury incurred during the duration of the assignment.

Please attach updated Curriculum Vitae on the PDF format which its contents are well arranged and simple to read.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Rules and Procedures for the use of Consultants" Edition May 2008, Revised July 2012, which is available on the Bank's website at <http://www.afdb.org>.

Interested Individual consultants may obtain further information at the address below during office hours; **7:30am to 3:30pm** local time. Days not include public holiday.

Expressions of interest must be delivered to the address below by **15th February 2018 at 10:00am** Local time and mentioned on the envelope "**Expression of interest for Consultancy Services for Technical Assistant (TA) to set up and development of Public Procurement and Disposal of Public Assets authority (ZPPDA)**".

**Attn: Project Coordinator ISPGG III,
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