

**REPUBLIC OF MOZAMBIQUE  
MINISTRY OF PUBLIC WORKS, HOUSING AND WATER RESOURCES**



**WATER SERVICES AND INSTITUTIONAL SUPPORT PROJECT II  
(WASIS II)**

**IDA Grant. IDA D1100**

**PROCUREMENT ADVISOR**

**Contract Nr. FIPAG/WASIS II/CON-57/21**

**TERMS OF REFERENCE**

**August 2021**

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# **TERMS OF REFERENCE FOR PROCUREMENT ADVISOR**

## **1. BACKGROUND**

### **1.1 General**

The Republic of Mozambique has received a credit from the International Development Association toward the cost of the **Water Services and Institutional Support II Project (WASIS II)**, and it intends to apply part of the proceeds of this credit to payments under the Contract for the **Procurement Advisor**.

The Government of Mozambique (GoM) is implementing reforms in the urban water supply sector aimed at improving coverage, quality and efficiency of services. The reform program has involved the reorganisation of sector Governance mechanisms, which have facilitated a transition towards decentralised water supply operations and management, including service regulation, investment planning, and private sector participation in operations.

More specifically, the GoM has taken steps to provide for:

- Reduced operating costs and increased efficiency, particularly through involving private sector in operations for water supply services in 21 major cities; Maputo, Matola, Boane, Beira, Quelimane, Nampula, Pemba, Dondo, Chokwe, Xai-Xai, Inhambane, Maxixe, Tete, Moatize, Chimoio, Manica, Gondola, Lichinga, Cuamba, Angoche and Nacala;
- Tariff adjustments that support financial sustainability; and
- Establishment of a Regulatory Board for the sector, which considers both service quality and financial performance.

The program for urban water supply also includes investments in rehabilitation and extension of systems. The GoM's implementation agency for WASIS-II is Fundo de Investimento e Património do Abastecimento de Água– FIPAG (Investment Fund and Water Supply Asset Holder).

FIPAG is responsible for the fixed assets of 25 city and villages water supplies and for the future investment in the systems. It has the mandate to ensure that the public receives an adequate and safe water supply that meets Mozambique standards for health and hygiene (the public service obligation), and is empowered to ensure these systems achieve autonomous, efficient and financially sustainable water supply operations.

The WASIS II Project, supported by the World Bank, has its objectives to improve the performance, sustainability and coverage of water supply services in the six cities of Beira, Dondo, Tete, Moatize, Nacala and Pemba.

## 2 SCOPE OF SERVICES AND SPECIFIC RESPONSIBILITIES

The Procurement Advisor will be directly contracted by FIPAG and based in the FIPAG Head Office in Maputo, but will be required to visit the cities under FIPAG responsibility to consult and advise the FIPAG Directors and staff when needed. He will be required to liaise closely with the Procurement Management Unit (UGEA), the FIPAG Projects and Investment Directorate as Project Coordination Unit

The responsibilities of the Procurement Advisor shall be to:

- Prepare and update annual activity plans, budgets and disbursement plan.
- Revise and update the FIPAG Procurement Manual.
- Review (and revise where necessary) the existing FIPAG records of Procurement.
- Review and improve the existing Procurement procedures.
- Establish a quality control procedure for the procurement function of FIPAG.
- Monitor the procurement undertaken by FIPAG Services, Regional offices and companies.
- Ensure that all procurement is in accordance with World Bank and other donor guidelines.
- Prepare tables with estimated average present unit rates for all items and services requested in the Procurement done, in order to use this in the preparation of cost estimates for future projects.
- Update database for the suppliers, contractors and consultants.
- Monitor and update the Procurement Plan to ensure that procurement is completed on time and is coordinated with other linked projects as well as (in collaboration with the Finance Department) monitor and update the Disbursement Plan.
- Advise and assist the Projects and Investments Directorate in any other procurement and contract related matter.
- Review proposals/documentation prior to submission to the World Bank or other donor agencies.
- Prepare tender documents and contracts.
- Advise and assist regarding request for clarifications and/or Addenda to tender documents.
- Assist in the preparation of legal and commercial aspects of tender documents and in the evaluation of tenders, including the writing or final review of Evaluation Reports before submission to the donor agency for their no objection.
- Assist and advise the Projects and Investments Directorate and staff in the procurement of projects under the Lease Contracts, strictly in accordance with donor agency guidelines.
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- Contribute to the monthly, quarterly and annual FIPAG Procurement Report when required.
- Train members of the Procurement and Investments staff on a day-by-day basis to transfer skills and to assure their ability to execute their duties and tasks in an effective manner.
- Make recommendations for the formal training of the procurement and Investment staff to be included in the annual FIPAG Training Plan.
- Time to time implement workshops with FIPAG staff to update on the Procurement Guideline and regulations
- Liaise closely with the FIPAG Projects and Investments staff, UGEA staff and other FIPAG staff when required.

### **3 QUALIFICATIONS AND EXPERIENCE REQUIRED**

The Procurement Advisor shall possess the following qualifications and experience:

- A Bachelor's degree in Civil, Mechanical, Electrical Engineering, Economics or Law Sciences from a recognized institution.
- Further education in either of the following, (i) Procurement, (ii) Economics, and (iii) Finance or similar advanced degree/post-graduation diploma from a recognized institution.
- At least 15 years' experience in Procurement for water supply Projects by World Bank or other donor-funded projects in developing countries.
- Demonstrated experience in handling international procurement activities as well as the ability to resolve efficiently all procurement and related issues and correspondence.
- Familiarity with MS Word for the report writing and with MS Excel for the disbursement and procurement plans.
- Experience to work harmoniously in multidisciplinary teams and projects.
- Experience to transfer knowledge to staff working in public utilities in developing countries.
- Fluent in English language and skilled in report writing. Knowledge of the Portuguese language would be an advantage.

### **4 TIME REQUIREMENTS**

The consultant will be required full time for a total of 24 months input and the Contract can be renewed if agreed by both parties. The Contract is expected to be signed in December 2021.

### **5 REPORTING**

All documents, correspondence, communications, etc related to the Project shall be in English language.

The Consultant will report formally to FIPAG's Director General, Mr Victor Tauacale or his designated representative and liaise with the Procurement Management Unit (UGEA) and FIPAG's Projects and Investments Director and his designated representative and counterpart.

## **6 FORM OF CONTRACT AND PAYMENTS**

The Contract will be a time-based assignment for the provision of technical assistance. Payment will be based on Consultant's invoices which will be submitted on a monthly basis.

The payment of remuneration fees will be subject to local withholding taxes which will be shown separately on the proposal and in the monthly invoices. The withholding tax will be paid by FIPAG. Reimbursable costs and miscellaneous expenses will be refunded for expenses actually and reasonable incurred, if provided for and accepted in the Financial Proposal.

Applications for the post should be made on the basis of all-inclusive costs, which include accommodation, transport, subsistence, travel (including air travel to and from Maputo) and all other expenses. The total amount that will be paid to the Consultant shall not exceed the ceiling amount reflected in the Contract.

Transport from accommodation to FIPAG office shall be the responsibility of the Consultant. Any travel to sites when required will be provided by FIPAG. If any travel away from Maputo is required, this and any overnight lodging will be paid for by FIPAG.