

Terms of Reference Procurement Specialist Lebanon Fiscal Management Project (P181155)

Project Background

The Lebanon Fiscal Management Project (FMP – P181155), funded by a US\$28.5 million World Bank loan and a US\$5.5 million grant from the Lebanon Financing Facility (LFF), is implemented by the Ministry of Finance (MoF) to strengthen domestic revenue mobilization and public financial management (PFM). The project supports the restoration and modernization of core revenue functions, enhancement of fiscal control mechanisms, reinforcement of oversight institutions, and development of procurement capacity.

The project aims to restore fiscal transparency, efficiency, and accountability through a comprehensive package of technical assistance, IT system upgrades, institutional reforms, and capacity building. Key activities include the deployment of a modern Integrated Tax Administration System (ITAS), improvement of public financial reporting, and service delivery enhancements.

The project comprises five components: (i) Stabilizing Core Revenue Functions, (ii) Restoring Core Fiscal Controls, (iii) Revitalizing Oversight and Procurement Capacity, (iv) Project Management, and (v) a Contingent Emergency Response Component (CERC).

The **Project Development Objective (PDO)** is to restore key fiscal functions and promote the accountable use of public resources. Progress is monitored through clearly defined **Performance-Based Conditions (PBCs)**, including timely submission of national budgets, increased tax compliance by large taxpayers and regular publication of audited financial statements.

Procurement under the project must comply with the World Bank's Procurement Regulations for IPF Borrowers (July 2016, revised in November 2020 and September 2023), the approved Project Procurement Strategy for Development (PPSD), and the Procurement Plan. The Procurement Specialist will be an integral member of the Project Coordination Unit (PCU).

Objectives of the Assignment

To manage and oversee all procurement activities under the FMP in compliance with World Bank procurement rules and procedures, ensuring value for money, transparency, and integrity throughout the procurement lifecycle, while contributing to effective and timely implementation of project components.

Key Responsibilities

Procurement Planning and Strategy

- Lead the preparation, regular update, and monitoring of the Project Procurement Plan in line with the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) system.
- develop and update of the Project Procurement Strategy for Development (PPSD).
- Integrate procurement planning with disbursement forecasts and component work plans to ensure realistic and cost-effective budgeting.
- Develop procurement schedules and ensure alignment with the project implementation timeline.
- Provide procurement inputs to the Annual Work Plan and Budget (AWPB) and the integrated project implementation schedule, in coordination with the Project Manager/Coordinator and the Financial Management Specialist.
- Proactively identify procurement-related risks, bottlenecks, and market constraints; propose mitigation measures and feed updates into the project risk/issue log and action tracker.
- Support early market engagement (EME) and market sounding activities when requested, and document outcomes to inform the procurement approach.
- Maintain readiness to support procurement under the Contingent Emergency Response Component (CERC), as applicable, including familiarity with emergency procurement arrangements and expedited documentation requirements.

Procurement Implementation

- Organize and manage the procurement process for goods, works, consulting and non-consulting services using World Bank-approved selection methods as defined in the approved Procurement Plan (e.g., RFB, RFP, RFQ, QCBS, CQS, and Direct Selection).
- Prepare and review procurement documents including bidding documents, requests for proposals, technical specifications, and Terms of Reference (ToRs).
- Coordinate and support bid/proposal evaluations, including preparation of evaluation reports, recommendations for award, and contract documentation.
- Ensure timely advertisement and procurement initiation according to project needs.
- Manage procurement communications and clarifications (pre-bid meetings, Q&A, addenda) and ensure equal treatment, transparency, and complete records.
- Manage procurement-related complaints, debriefings, and standstill periods (as applicable) in line with World Bank requirements, and coordinate timely responses with the Ministry of Finance and the World Bank.
- Ensure procurement integrity and compliance with the World Bank's Anti-Corruption Guidelines, including conflict-of-interest checks and transparent evaluation/decision documentation.

Contract Management and Monitoring

- Act as Contract Manager for project contracts, overseeing execution and performance.
- Track key deliverables and deadlines for suppliers, contractors, and consultants.

- Review acceptance reports, verify invoices, and initiate payment requests in coordination with the Finance Management Specialist.
- Prepare and manage contract amendments or addenda in compliance with the World Bank’s prior review thresholds and guidelines.
- Participate in site visits and supervise delivery of goods and services, ensuring all acceptance documentation is compiled and submitted for payment processing.
- Maintain contract management tools (deliverables tracker, change request log, variations/claims register, and performance monitoring notes) to support timely decision-making and documentation completeness.
- Support contract closeout activities, including completion/acceptance certificates, final deliverables verification, and proper archiving of contract files for audit and post-review.

Coordination and Stakeholder Engagement

- Coordinate closely with project team members, technical staff, and the Finance Management Specialist to ensure effective procurement planning and reporting.
- Coordinate with the Environmental and Social (E&S) Specialist to ensure relevant E&S requirements are reflected in procurement documents and contracts, as applicable (including relevant contractual clauses and reporting obligations).
- Participate in component team meetings and technical committees to provide procurement input and guidance.
- Facilitate communication and document exchanges with the World Bank procurement team via STEP.
- Provide timely procurement inputs to the Project Manager/Coordinator for governance fora and reporting (including action matrices, progress notes, and implementation schedule updates), and participate in Steering Committee meetings when procurement matters are on the agenda.
- Support the Project Manager/Coordinator in coordinating Hands-on Expanded Implementation Support (HEIS) and responding to World Bank procurement reviews and queries, as required.

Capacity Building and Support

- Provide training and guidance to project and ministry staff involved in procurement processing.
- Develop tools and templates for procurement tracking, documentation, and reporting.

Market Intelligence and Supplier Management

- Maintain up-to-date information on price trends, market dynamics, and vendor performance to support informed procurement decisions
- Develop and maintain a database of suppliers and consultants, including profiles, areas of expertise, and past performance.

Recordkeeping and Reporting

- Maintain comprehensive and accurate procurement records for all transactions, including advertisements, expressions of interest, ToRs, evaluation reports, contracts, amendments, correspondence, and performance reports.
- Prepare regular procurement progress reports for the Project Coordinator and the World Bank.
- Ensure all procurement documentation is ready for post-review and audit by the World Bank and other stakeholders.
- Maintain up-to-date entries and supporting documents in STEP, ensuring consistency between STEP, the Procurement Plan, and contract files.
- Maintain an indexed procurement filing system and package checklist aligned with the Project Operations Manual (POM) and World Bank post-review requirements.

Duration

The contract duration will be for one year, renewable based on performance and project needs, covering the entire project implementation period.

Location

Ministry of Finance, Beirut, Lebanon

Deliverables

- Procurement Plan approved and regularly updated in STEP
- Complete procurement dossiers including solicitation, evaluation, and award documentation
- Quarterly Procurement Progress Reports
- Monthly Procurement Status Note (input to the Project Manager/Coordinator's progress reporting), including procurement pipeline, STEP status, and key risks/issues.
- Contract deliverables tracker and change request log maintained and updated.
- Indexed procurement filing system (package checklist and dossier index) maintained and available for post-review/audit.
- Records of procurement-related capacity building (training sessions delivered, templates and guidance notes issued).
- Up-to-date procurement and contract register
- Records of contract management activities and deliverables acceptance
- Inputs to audits, World Bank supervision, and monitoring missions

Qualifications and Experience

- Bachelor's degree in procurement, engineering, economics, business administration, or related field; Master's is an asset
- Professional procurement certification (e.g., CIPS or equivalent) and experience with complex ICT/enterprise systems procurements are strong assets.

- Minimum 5 years of relevant experience in implementing procurement actions according to international guidelines or regulations such as the World Bank or any other multilateral development organization.
- Solid understanding of World Bank Procurement Regulations and familiarity with STEP
- Proven experience in goods, works, and consultancy procurement, including contract management
- Strong organizational, analytical, and problem-solving skills
- Excellent communication skills in English and Arabic (French is an advantage)
- Proficiency in Microsoft Office and procurement-related software tools

Reporting and Supervision

The Procurement Specialist will report directly to the Project Coordinator and liaise closely with technical teams, the Financial Management Specialist, and the World Bank task team.

Performance Evaluation

The Procurement Specialist's performance will be assessed semi-annually by the Project Coordinator, in consultation with the World Bank TTL as needed. Evaluation will be based on the timeliness and compliance of procurement activities, quality and completeness of documentation, support provided to implementation teams, and responsiveness to World Bank requirements.

Indicative performance indicators may include:

- Percentage of procurement packages completed on or ahead of schedule versus the approved Procurement Plan.
- Quality and completeness of procurement files (including STEP consistency) and absence of significant post-review/audit findings.
- Timeliness of responses to World Bank review comments/queries and procurement-related complaints.
- Availability and accuracy of key trackers (procurement pipeline, contract register, deliverables tracker, and variations/claims log).

Confidentiality

The Procurement Specialist must maintain confidentiality regarding all procurement documentation, communications, and data. Any disclosure of procurement-related information must receive prior written approval from both the MoF and the World Bank.

The Procurement Specialist is also expected to declare any potential conflicts of interest and adhere to the ethical standards of the Ministry of Finance and the World Bank.