



República Democrática de São Tomé e Príncipe

REQUEST FOR EXPRESSIONS OF INTEREST
(Individual Consultant)

Ministry of Planning and Finance

Institutional Support Project for Customs Administration and Public Expenditure Management
(ISP-CAPEM)

RECRUITMENT OF PROCUREMENT SPECIALIST FOR THE ISP-CAPEM PROJECT

Sector: Multisectoral economic governance

Financing Agreement Reference: 5900155018651

Project ID No.: P-ST-KF-004

The Government of the Democratic Republic of Sao Tome and Principe (RSTP), through the Ministry of Planning and Finance, has received financing from the African Development Bank and the African Development Fund, toward the cost of the **Institutional Support Project for Customs Administration and Public Expenditure Management (ISP-CAPEM)**, and intends to apply part of the agreed amount for this Grant to payments under the contract with a **Project Procurement Specialist**.

The Services included under this project are, but not limited to: (i) design and establish the procurement function, including the staffing structure, functional allocations, linkages with other departments, training and mentoring, and design of procedures and development of manuals for procurement; (ii) carrying out procurement activities including, among other, the preparation and consolidation of the procurement plans, preparation of bidding documents and RFP's, facilitation of obtaining required necessary clearances, preparation of advertisements, responding to bidders' clarifications on advertised contracts and playing a central role in the evaluation of bids and proposals, and contract management roles.

The duration of the assignment is 36 months.

The ISP-CAPEM now invites eligible consultants to indicate their interest in providing these services. Interested individual consultants must provide information indicating that they are qualified to perform the services (CV, cover letter, letters of reference, description of similar assignments, experience in similar conditions, possession of appropriate skills etc).

The individual consultants must possess the following qualifications:

- Bachelor's degree in engineering, law, public administration, economics and documented previous experience in similar assignments. Master's degree in public procurement or Procurement Certification will be considered an advantage.

- At least 5 years of experience in procurement, 03 of which with projects funded by Multilateral Development Banks.
- Good knowledge of the institutional, technical, and commercial aspects of procurement.
- Demonstrated experience in contract management.
- Fluency in Portuguese and ability to communicate effectively in French or English (speaking and writing) is required. The ability to communicate and write reports and documents in both languages will be an added value.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "**Procurement Framework for Bank Group Funded Operations**" dated 2015, which is available on the Bank's website at: <https://www.afdb.org/en/projects-and-operations/procurement/new-procurement-policy>.

Interested consultants may obtain further information and detailed Terms of Reference at the address below during office hours, from 9:00 to 17:00 (local time).

Expressions of interest must be sent by email, or delivered to the address below by [**August 12 th 2024**] at [**3:00 pm GMT**] and mention "ISP-CAPEM - Recruitment of Project Procurement Specialist".

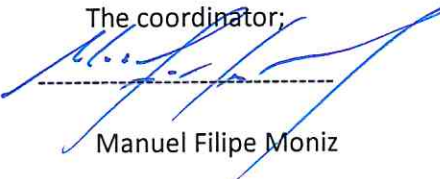
MINISTRY OF PLANNING AND FINANCE – PLANNING DEPARTEMENT -SÃO TOMÉ
INSTITUTIONAL SUPPORT PROJECT FOR CUSTOMS ADMINISTRATION AND PUBLIC
EXPENDITURE MANAGEMENT PROJECT (ISP-CAPEM)

Phone: +239 9977073

São Tomé and Príncipe

E-mail: capemstp@gmail.com

The coordinator;



Manuel Filipe Moniz