



STATE OF LIBYA
MINISTRY OF FINANCE
AFRICAN DEVELOPMENT BANK
Project: “Support to Implementation of the Integrated
Financial Management and Information System (IFMIS)”
Project ID No.: P-LY-K00-002 – Grant No: 5500155015402

TERMS OF REFERENCE (ToR)
(CONSULTING SERVICES - INDIVIDUAL SELECTION)

Position: Procurement Expert

Ref: LY-AFTI-CS-IC-003

1. Background: The Government of Libya, supported by the African Development Bank (AfDB) and the African Development Fund, is in the process of the implementation of the Integrated Financial Management and Information System (IFMIS) project. This project aims to enhance the efficiency and transparency of financial management processes within the public sector. A crucial component of this initiative is procuring services that align with the project's objectives, in compliance with AfDB's procurement guidelines and local laws.

2. Objective: The Procurement Expert will ensure effective and efficient procurement processes for consulting and non-consulting services required by the IFMIS project, adhering to best practices and standards set forth by the AfDB and the Government of Libya.

3. Scope of Work: The Procurement Expert will be responsible for:

- Developing and implementing procurement strategies for services that align with project objectives.
- Managing all procurement activities related to services, including preparation of Requests for Proposals (RFPs), evaluation of proposals, contract management, and follow-up with service providers.
- Ensuring compliance with the AfDB's procurement guidelines and Libyan procurement laws specifically for services.
- Advising and supporting project team members on matters related to the procurement of services.
- Conducting market research to identify potential service providers.
- Capacity building among project staff on procurement best practices for services.

4. Duties and Responsibilities:

- Prepare and update procurement plans for services in collaboration with PMU.
- Draft RFPs and other procurement documents for soliciting services.
- Evaluate proposals and recommend award decisions.
- Negotiate terms of service contracts with providers.
- Support onboarding of contracted service providers.
- Prepare procurement reports and maintain documentation for audits.
- Promote ethical, transparent, and fair procurement processes.

5. Qualifications and Experience:

- Over 6 years of experience in procurement, specifically in procuring services for public sector projects, large enterprises, or international development projects.
- Demonstrated experience managing procurement processes for projects funded by international organizations.
- Knowledge of procurement laws and best practices, emphasizing service contracts.
- Fluency in English and Arabic.
- Proficiency in Microsoft Office applications.
- Excellent negotiation, communication, and project management skills.

6. Reporting: The Procurement Expert for Services will report directly to the Ministry of Finance Project Management Unit (PMU) of the IFMIS project.

7. Duration: The assignment will be for 4 months and be completed upon the contracting of all roles involved in the project. The provider will be retained to be available until the end of the project (2025) in case contracting of terminated positions is required.

8. Location: The position will be based in Tripoli, Libya, with potential travel required.

9. Application Procedure: Candidates are invited to submit their CV to the contact details provided in the Request for Expression of Interest (REOI) by the specified deadline.