

# Ministry of Communications and Information Technology (MCIT)

## Islamic Republic of Afghanistan

Request for "Expressions of Interest" for Individual Consultant

Consultancy Services: Procurement Officer

Organization: Project Implementation and Coordination Unit (PCU)

Project: ICT Sector Project

Reference No.: PPF/C-7

**Position:** Procurement Officer  
**Contract Type:** Service Contract (Advisory Services)  
**Duration:** 12 months  
**Closing Date:** 01 May, 2011(Sunday)  
**Duty station:** Kabul

The Ministry of Communications and Information Technology (MCIT) of the Government of Afghanistan ("Government") seeks to hire a qualified individual consultant ("Consultant") to work as a Procurement Officer in the PMO of ICT Sector Development Project.

The Government has requested funding from the International Development Association (IDA) of the World Bank Group for an ICT Sector Development Project in Afghanistan. This project, implemented by MCIT, seeks to (1) expand broadband connectivity, (2) mainstream use of mobile applications across the Government, and (3) develop the capacity of the IT sector to facilitate improved service delivery across Afghanistan. The indicative total cost of the project is US\$50 million.

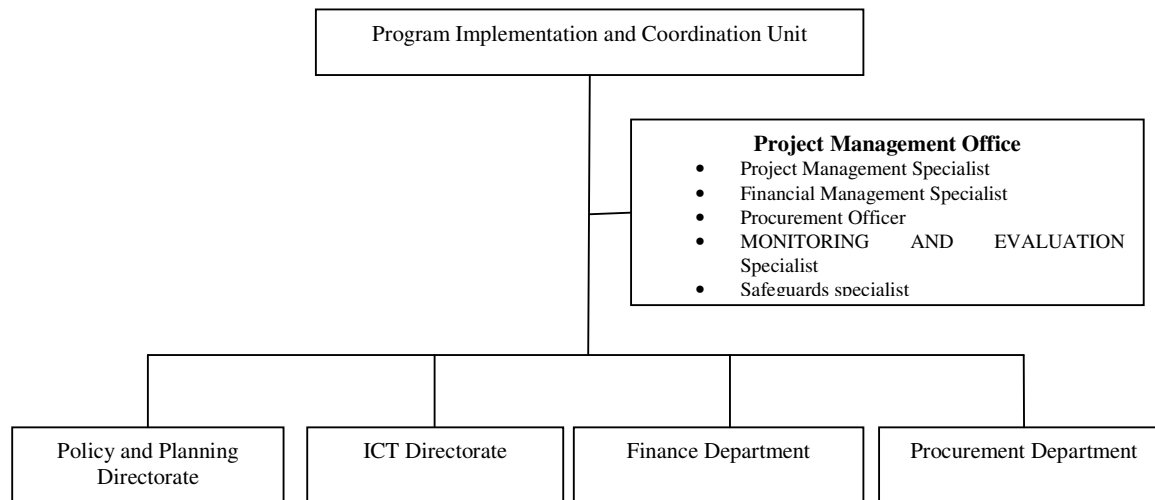
### 1. Background

1.1 The Government of Afghanistan has applied for support from the World Bank or International Development Agency (IDA) for an ICT Development Project which aims to *expand broadband connectivity, mainstream use of mobile applications across the Government, and develop the capacity of the IT sector to facilitate improved service delivery across Afghanistan while accelerating job creation and economic growth.* The project will do so by: (a) Creating the enabling environment and making strategic investments for the development of Afghanistan's backbone and broadband infrastructure; (b) Supporting the mainstreaming of mobile applications across Government by supporting innovation and creation of cross cutting enablers; and (c) Developing local IT infrastructure and capacity in the public and private sectors.

1.2 The Project has a centralized management structure. The Ministry of Communications and Information Technology (MCIT) will be the implementing agency for the proposed project. MCIT is implementing a number of sectoral projects funded by the government and other development partners. To manage its portfolio of investment projects better, MCIT is in the process of establishing a program implementation and coordination unit (PICU) that the Minister / Deputy Minister (Technical) will chair. The Directors of the Policy and Planning Department and ICT Department will be core members of the PICU. The Finance and Procurement Directorates of MCIT will provide support to the PICU. This is to ensure further strengthening and sustainability of program management capacity that has been developed over the last few years within MCIT.

1.3 Core financial management and procurement functions for the project will be handled by the respective departments within MCIT. A Project Management Office (PMO) will support MCIT in implementation of the proposed IDA project. MCIT proposes hiring the PMO staff during project preparation through a Project Preparation Advance (PPA). The PMO will include a project management specialist, financial management and procurement support, and support for Monitoring and Evaluation (M&E) and Social and Environmental Safeguard functions as required. This PMO will be part of the planned PICU. A schematic of the implementation arrangements is provided in Figure 1.

**Figure 1. Schematic of Project Implementation Arrangement**



1.4 The MCIT intends to hire a Procurement Officer

## **2. Objective**

**2.1 The objectives of this assignment are to (i) support the PMO and the PICU with all procurement under the project, and other programs being undertaken by the MCIT; and to (ii) assist the procurement department staff members of MCIT in their tasks.**

## **3. Scope of Work**

**3.1 The consultant will work under the guidance of the project management specialist in the PMO and coordinate with other staff in Procurement Department and ATRA. He/She will be accountable for ensuring that all procurement is conducted in accordance with the procurement procedures agreed between the World Bank and the Government of Afghanistan, in an efficient and transparent manner.**

**3.2 The consultant will also provide procurement advice and support to the Procurement department of the MCIT.**

**3.2 Detailed tasks include:**

- Advising the PICU and implementing agencies on project start-up procurement issues as necessary;**
- Supporting the Project Management Specialist by:**
  - Preparation, reviewing and clearing procurement plan for the project and procurement monitoring plan for the project**
  - preparing, reviewing and clearing commercial aspects of bidding documents/RFP, bid evaluation, shortlisting, and technical evaluations for all procurement activities required under the project;**
  - Following up with concerned government departments and the World Bank (if required) to have these TORs and bidding documents approved and issued in a timely manner according to the approved procurement plan;**
  - Managing the process of advertising, correspondence, bid receipt and bid opening strictly in accordance with agreed procurement procedures;**
  - Preparing and reviewing evaluation reports to submit for approval;**
  - Following up with concerned government departments and the World Bank (if required) to have the evaluation reports approved in a timely manner;**
  - Participating in contract negotiations with the winning consultancy firm(s);**
  - Managing the procurement filing system in a systematic manner;**
  - Monitoring and reporting of procurement implementation status and progress to the PMS and the World Bank as required;**

- Coordinating with, providing necessary training or assistance to other implementing agencies on procurement.
- Training staff from the Procurement Directorate and ATRA on procurement issues.
- Assisting the PICU with other procurement related matters as and when required.

#### 4. Qualification Requirements

The Consultant should have the following qualifications and experience.

- Afghan National;
- Any recognized University degree
- A total of 5 years experience in carrying out public procurements;
- Minimum 2 years experience in carrying out international procurements of goods and consultancy under World Bank financed projects;
- Fluency in English and Dari or Pashto (listening, reading, writing, speaking);
- High integrity and accountability, good team work spirit.

To ensure impartiality, the consultant (including her or his home office, if any) must not be in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project.

**INTERESTED AND ELIGIBLE CANDIDATES** must provide information indicating that they are qualified to perform the Services and are invited to submit their CV (Curriculum Vitae), including education background, employment records, description of similar assignments, experience in similar conditions, availability of appropriate skills, previous remuneration, etc).

Expressions of interest and the latest CVs must be delivered or sent by e-mail to the following 03 addressees, no later than 01<sup>st</sup> May,, 2011(Sunday).

1) Foreign Procurement Department (FPD);

Attn: Mr.Samimullah Samin; General Manager for External Procurement;

Procurement Department, Ministry of Communications and IT (MCIT);

Mohammad Jan Khan Watt; Kabul, Afghanistan

Office: +93 20 210 37 41; Cell phone: +93 700 222 009; Email: [fpd@mcit.gov.af](mailto:fpd@mcit.gov.af);

2) Eng.Baryalai Hassam; Deputy Minister –Technical; Ministry of Communication and IT, I.R of Afghanistan ; Mohammd Jan Khan Watt, Kabul Afghanistan ; Landline: +93 20 210 11 03; Email: [b.hassam@mcit.gov.af](mailto:b.hassam@mcit.gov.af)

3) Mohammad Ismail Bhat; PMS-ICTDP-MCIT; E-Mail: [mi.bhat@mcit.gov.af](mailto:mi.bhat@mcit.gov.af); mib1946@yahoo.com

**Any queries on the position may also be addressed to the above mentioned email addresses, latest 3 working days before the deadline for submission of applications.**