

PT. Sarana Multi Infrastruktur (Persero)
Geothermal Energy Upstream Development Project (GEUDP)

Terms of Reference for Procurement Specialist (Project Management Unit)

Introduction

The Government of Indonesia is setting up a government-sponsored exploration drilling program in partnership with the World Bank under the Geothermal Energy Upstream Development Project (GEUDP). PT. Sarana Multi Infrastruktur (PT SMI) will be the implementing agency for the program based on the assignment from The Ministry of Finance of The Republic of Indonesia. From the technical point of view, The Ministry of Energy and Mineral Resources (Ditjen EBTKE and Badan Geologi) will take part actively in the program. The project will be funded by Clean Technology Fund (CTF) and Global Environment Facility (GEF) administered by The World Bank.

The program will be focused on green field areas in the eastern part of Indonesia, based on a request from the Ministry of Energy and Mineral Resources (MEMR). This activity is being carried out to accelerate renewable energy development in Indonesia and to promote sustainable development in energy sector. Four to five projects are expected to be financed under this program and including project activities such as geoscientific surveys, environmental and social studies, infrastructure development, drilling, and well testing.

PT. SMI will establish a project management unit (PMU) based in Jakarta to assist the implementation agencies in project implementation. The PMU will ensure operational compliance with project manuals and the World Bank policies, as defined in the Grant Agreement, Project Appraisal Document, Project Implementation Manual (PIM), and applicable government policies. The PMU will also be responsible for ensuring effective inter-ministerial coordination between Ministry of Finance (MoF) and Ministry of Energy & Mineral Resources (MEMR), local government, as well as providing technical and coordination support to the Joint Committee during project implementation. The PMU, through the Exploration Project Manager (EPM), will also be responsible to manage and supervise the Exploration Site Team which will be established and based in specific projects location.

The PMU will be led by Head of PMU, supported by a Project Manager with two Deputies for Operational and Planning/Administration. The PMU will include a team of specialized staff responsible for project management, procurement and contract management, financial management, project control, environmental safeguards and social safeguards.

This position will be part of the PMU.

Objectives of the Assignment

The objectives of the assignment are to:

- Serve as a procurement and contracting specialist to support the Project Management Unit (PMU) in carrying out procurement of a wide variety of supplies and services associated with specialist contracts and procurement activities to facilitate smooth implementation of GEUDP project, in accordance with established World Bank and PT SMI procurement procedures.
- Provide procurement support to the PMU, the EPM, PT SMI Procurement Committees and PT SMI Senior Management in: the management of the procurement process; negotiations of contracts; training and skill enhancement of the procurement committee; preparation of procurement documents, such as bidding documents, requests for proposal, bid evaluation reports, technical and combined evaluation reports; obtaining clearance from the World Bank; and ensuring absolute integrity, transparency, accountability, and efficiency in the conduct and reporting of procurement decisions.

The Procurement Specialist will report to the Deputy of Planning and Administration of the PMU. The successful applicant will work with the PMU, the EPM, and the procurement committees of PT SMI, and have frequent interactions with World Bank staff.

Duties and Responsibilities

Under the supervision of the Deputy of Planning and Administration of the PMU, the Procurement Specialist will work closely with the EPM, the Procurement Committees and other related departments of PT SMI in relation to all procurement aspects of the project's operations. This will include, but not limited to:

- Provide advice and guidance related to procurement aspects, including Procurement Plan, to the Deputy of Planning and Administration, as well as technical advice on strategic procurement activities to relevant PT SMI officials and also PMU officials during all phases of the procurement cycle, to ensure procurement arrangements and schedules are consistent with project implementation and development objectives, and discuss options and possible solutions with the Deputy of Planning and Administration of PMU and the EPM, as needed.
- Coordinate with the EPM and the Exploration Management Team in their preparation of procurement documents (technical specification and Terms of Reference, Bidding Documents, Evaluation Criteria and Procedures, Requests for Proposals, cost estimates

and other necessary document) and ensure that technical specifications and selection criteria are thorough in terms of completeness and responsiveness;

- Monitor and ensure the development of standards and criteria for the evaluation of goods, services and supplier capacity.
- Provide training and mentoring to Procurement/Evaluation Committees on evaluation criteria and process.
- Assist the Procurement Committee to identify and review the qualification of potential bidders and consultants; assist the EPM in the evaluation of the capacities and performance of bidders.
- Assist the EPM in shortlisting process for selection of consultant including preparing the shortlist report.
- Assist the Procurement Committee and EPM in the evaluation of bids/proposals, preparing the bid/technical/combined evaluation report including recommendations for award of contracts.
- Establish approaches for contract negotiations with selected contractors/consultants and conduct and/or coordinate all phases of contract negotiations with all concerned parties including PT SMI legal division.
- Any other duties assigned by the Deputy of Planning & Administration.

In performing the above-mentioned tasks, the Procurement Specialist shall be guided by the Project Implementation Manual (PIM), Guidelines for Procurement under IBRD Loans and IDA Credits; Guidelines for Selection and Employment of Consultants by World Bank Borrowers, PT SMI procurement guideline and other applicable project guidelines.

Qualification Criteria

This assignment requires an Individual Consultant with the following qualifications and experience as:

- a. Minimum Bachelor Degree in business administration, engineering, finance, public administration, commerce, law or related fields;
- b. A minimum of five years of progressively responsible experience in procurement and contract management, preferably with experience in the energy sector.
- c. Sufficient experience in procurement in projects financed by the World Bank or other International Financing Agency
- d. Experience with procurement of oil and gas/geothermal drilling is highly desirable;

- e. Knowledge of contract law and expertise in handling complex procurement and contract issues;
- f. Highly familiarity with the World Bank's procurement guidelines and practices applied in a government context;
- g. Experience in developing the procurement documents such as bidding documents, requests for proposal, bid/proposal evaluation reports to meet client needs;
- h. Strong analytical skills to enable analysis of local and international supply markets, tailoring of tender approaches, and assessment of viable procurement solutions;
- i. Well-developed planning and organization skills to execute multiple procurements in short timeframes;
- j. Excellent written and oral communication skills in English, to deliver complex technical documents, reports, papers and recommendations;
- k. Ability to understand and speak Bahasa Indonesia will be an advantage.
- l. Experience in building productive internal and external relationships and working productively in a team environment.

Duration

This is a full-time position for a period of one (1) year appointment. The assignment is expected to start mid of September 2017. The assignment can be extended as needed subject to the satisfactory performance of consultant.