



The Government of the Kingdom of Tonga (GoT)
Ministry of Finance (MOF), Central Services Unit (CSU)
Health Enhancement and Resiliency, Tonga (HEART) Project (P180965)

REQUEST FOR EXPRESSIONS OF INTEREST

Assignment:	Procurement Officer (PO)
Reference:	TO-MFNP-449036-CS-INDV
Client/Employer:	Central Services Unit (CSU), Ministry of Finance (MOF)
Project Number:	P180965
Publish Date of REOI:	16 th April 2025.
Deadline for REOI :	25 th April 2025, 3:00 PM (Tongan Time)

The Kingdom of Tonga has received financing from the World Bank toward the cost of Health Enhancement and Resiliency, Tonga (HEART) Project, and intends to apply part of the proceeds for consulting services. The Ministry of Finance has established the Central Services Unit (CSU), as a monitoring unit to provide support to the preparation and implementation of all World Bank Projects. The CSU is staffed with a Program Manager and specialists in different fields (Procurement, Safeguards, Monitoring and Evaluation, Financial Management, Communication, Engineering and Contract Management. There are Officers for each workstream to support the specialists, and other consultants as well that are significant to the operation of CSU.

The consulting services (“the Services”) include the recruitment of the Procurement Officer, among others. The overall responsibility of the officer is to:

- To plan, manage and perform day to day operational procurement tasks as assigned.
- Assist and support CSU procurement workstream to deliver its procurement outputs efficiently and effectively.
- Assist PMUs and support CSU in monitoring and, reporting to ensure timely delivery of procurement activities in compliance Procurement Plans/PPSDs and in achieving procurement efficiencies and KPIs.
- Support the Procurement Specialist in updating STEP as required.
- Support in Coordinating and managing response to any procurement queries, call-offs, and assistance requests from other PMUs as and when required.
- Proactively work with all relevant Implementing Agencies (IAs) as PO as and when required, so that the procurement arrangements successfully deliver Value for Money (VfM) in achieving the different Project Development Objectives.
- Assist and support capacity building of PMUs/IAs.

This is a full-time position (may be extended based on needs and performance of the consultant)

The detailed Terms of Reference (TOR) can be obtained [here](#) or email jawadtcsu@gmail.com

The Ministry of Finance now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of qualifications, experience in similar assignments, similar conditions, etc.).

The criteria for selecting the Consultant are:

EXPERTISE REQUIREMENTS

Academic Background and Relevant Experience

Minimum Requirements

The Procurement Officer must have:

- i. Degree in Procurement, Logistics, Supply Chain, Accounting, Finance, Public or Business Administration, Engineering, Law, economics or equivalent.
- ii. At least three (3) years' broad work experience in similar role for procurement of Goods, Services, and works in donor-funded operations, including evidence of hands-on work.
- iii. Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate identified issues.
- iv. Have key communication skills, computer skills, and organisational skills.

Desirable Requirements

- i. Previous CSU or similar experience in Donors (The World Bank and similar donors) funded projects is an advantage.
- ii. Previous experience in developing countries on similar assignment, particularly working in Tonga.
- iii. Demonstrated ability to work well with diverse team and various levels of government.
- iv. A knowledge of the relevant Tonga Legislation would be an advantage.
- v. Applicants must have the legal right to work in Tonga at the time of application.
- vi. Applicants that are civil servants of Tonga at the time of application are only eligible to apply, if a copy of the Savingram from the Tonga PSC informing resignation effective date of the applicant must be submitted together with their EOI application before the deadline of the REOI.

Scoring:

Candidates that meet the above minimum requirements will be scored in accordance with the following criteria.

Evaluation Criteria	Maximum score
1. General Qualifications (Education)	20
2. Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments)	60
3. Essential Skills, Knowledge and Competencies and other personal aptitudes as detailed under the TORs-Evaluation Criteria	20

The remuneration package for this position is attractive and will be determined based on qualifications, experience, and previous remunerations for similar assignments.

Further information can be obtained at the email above during office hours 08:30 to 16:30 hours weekdays.

A firm is eligible to nominate an individual – however, note that only the experience and qualifications of the nominated individual shall be used in the selection process, and that (their) corporate experience shall not be considered. The firm, if proposing an individual, must specify whether the contract would be signed with the firm or the proposed individual.

The attention of interested Consultants is drawn to SECTION III paragraph 3.14, 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers, dated November2020 ("the Regulations"), setting forth the World Bank's policy on conflict of interest. A Consultant will be selected in accordance with Paragraph 7.22, 7.25, 7.36 to 7.37 of the Procurement Regulations.

INSTRUCTION FOR SUBMISSION:

Expressions of interest must be delivered in a written form to the address below in person, or by e-mail to the) no later than 03:00pm (Tongan Time) of Friday, 25th April 2025. Late submissions will be rejected.

Attention to:

Mrs. Kilisitina Tuamei'api

Chief Executive Officer
Ministry of Finance,
Nuku'alofa Tonga Islands,
Tel: +676 740-0700

Address for Hard -copy submissions: CSU Office, 1st Floor Tungi – Colonnade at Nuku'alofa, Tonga.

E-mail for electronic Submission: jrashid@finance.gov.to and stokai@finance.gov.to

Copy to: jawadtcsu@gmail.com and sfaletau@finance.gov.to

Documents that **MUST** be submitted:

1. Cover Letter (addressed to the CEO, Ministry of Finance.)
2. Curriculum Vitae of the Applicant (must include at least two referees.)
3. Supporting Documents: Transcripts, certificates, supporting letter from referees, and any other document that may be of support to your application.

Please limit your CV to only 3-5 pages addressing each of the Selection Criteria with exact details.