

Terms of Reference: Procurement Officer

World Bank Operations

April 2025 – December 2029

1. Project Background:

Over the past few years, the World Bank's Group program in Jordan has grown significantly. Policy dialogue has intensified in the context of the recovery efforts from the Covid-19 pandemics as well as the launch of Economic Modernization Vision and the Public Sector Modernization which gave a new impetus to education reforms in the country to boost human capital accumulation. The World Bank plays a role in assisting the government of Jordan in upgrading the education sector, most notably in terms of improving learning outcomes across the education lifecycle and enhancing sector governance. As part of its Country Partnership Framework (CPF, 2024-29), the World Bank is providing support to the education sector through both lending and Technical Assistance with a view to assist the Government of Jordan in improving human capital outcomes and revitalizing education system for future jobs, including the investment and expansion of Technical and Vocational Education and Training (TVET).

The current portfolio of WB education related activities in Jordan includes the following:

- Jordan Education Reform Support Program for Results in the amount of US\$300 million, approved in 2017; focusing on Early Childhood Education (ECE), teaching and learning environment, student assessment and system strengthening
- Modernizing Education, Skills and Administrative Reforms (MASAR) Program for Results in the amount of US\$400 million, approved in 2024, focusing on ECE, TVET and sector governance
- A digital skills curriculum (G1-12) component in the Youth, Technology and Jobs Project.
- A digital student assessment component in the People-Centric Digital Government Project.
- Human Development Policy Loan

The Modernizing Education, Skills, and Administrative Reforms (MASAR) is the most recent program which focuses on systemic improvements in Jordan's education sector aligned with the Economic Modernization Vision (EMV). Key areas include early childhood education, foundational skills, and labor market alignment through TVET. support key elements and incentivize results to increase efficiency in the implementation of selected interventions of the government program. Specifically, it would focus on barriers at two key transition points —the home to school transition and the school to work transition— while strengthening the cross-cutting levers of governance and management of the sector to improve internal and external efficiencies. The MASAR Operation aims to improve access to foundational learning and labor

market-relevant technical and vocational education and training (TVET) while enhancing the efficiency of education sector management.

The program started on 2024 with a total loan budget of USD 400 million and includes :

- USD 384 million – PforR: Disbursing against results on key Disbursement-linked Indicators (DLI)
- USD 15 million – IPF: Intended to cover Technical Assistance (TA) activities that would support the achievement of the DLIs

The program will target three results area as follows:

RA 1: Home to school: Improving access to foundational learning: through three strategic approaches: (a) increasing access to KG2, including in camps and districts with high concentration of refugees (more than 10 percent); (b) strengthening the quality of early childhood education by approving a comprehensive curricula for KG1 and KG2 and support materials for KG2 teachers, and supporting the scale-up of the KG QAS; and (c) improving foundational literacy skills for grade 1-3 students, through the development of an implementation plan to improve foundational literacy and the implementation of targeted interventions to build foundational skills in the early grades.

RA 2: School to work: Increasing access to labor-market relevant TVET: by (a) improving the labor market-relevance of TVET programs, responding to the job market and demand in priority sectors through institutionalizing linkages with private sector and expanding apprenticeships; (b) facilitating the transition to employment and expand pathways, through implementing an equivalence system to add flexibility and portability to TVET qualifications and certificates; and (c) supporting learners through strengthened student trajectories' data for counselling and career guidance services.

RA 3: Enhancing the efficiency of the education sector management: by (a) supporting the implementation of the new governance structure of the education sector; and (b) improving human resources management of the system in terms of teacher attraction and selection policies.

The MOE is seeking to hire a Monitoring and Evaluation (M&E) Officer to support the Development Coordination Unit (DCU) in terms of the effective implementation and monitoring of the Jordan Modernizing Education, Skills, and Administrative Reforms (MASAR) Operation, as well as other WB Operations. This position will ensure the systematic monitoring and evaluation of project activities, alignment with key indicators, and adherence to World Bank and Jordanian standards.

2. Objectives of the Assignment

The MOE is seeking to hire a procurement officer (through service contract recruitment) to support the Development Coordination Unit (DCU) in managing activities related to procurement and contract management under the MASAR program or other WB programs as needed. The selected candidate will work closely with the MASAR program coordinator and other colleagues to manage procurement activities required to enable MOE's timely attainment of Disbursement-Linked Results, in addition to other tasks as listed below.

3. Scope of Work and Deliverables

The Main Duties and responsibilities

- Managing all World Bank MASAR project's procurement through implementing all policies and procedures related to procurement activities and ensuring the Bank procurement guidelines/regulations are followed in all transactions.
- Support coordination of tasks related to the procurement of goods, services, and civil works for the implementation of programs activities. This includes drafting and reviewing bidding documents for procuring services providers. Preparing call for Expressions of Interest/advertisement, TORs and Request for Proposal (RFP) for consultant services, Request for Quotations, evaluations reports, draft contract, negotiation, etc. in accordance with the WB Guidelines/Regulations.
- Assisting the Bid Opening Committee as well as the Evaluation Committee in preparing evaluation reports as well as providing necessary assistance and tools for conducting evaluation processes (provide templates, call for/coordinate meetings, lead drafting the report etc)
- Participating in project technical committees or team meetings in order to ensure timely implementation progress with a focus on procurement -related activities.
- Support management of the procurement process, and execute day-to-day procurement functions such as; verifying technical specifications and terms of reference, preparing and launching tender documents, arrange and facilitate site visits, respond to bidders' inquiries, and participate in evaluation panels;
- Support management of contracts including inspection, ensuring compliance with terms and conditions of contract, proactively addressing delays, troubleshooting problems, assisting in contract amendments, and ensuring completion of works and delivery of works;
- Develop and update the project procurement plans and maintaining other well-defined tools to manage and track procurement activities including costs, timeline, status, .etc;

- Coordinate closely with the MASAR program coordinator and the DCU Finance officer; and provide them with progress reports against procurement plans.
- Coordinate with the Supplies Directorate to ensure procurement activities are conducted on time, and in line with program/ project requirements.
- Oversee implementation of procurement plans using the GoJ and donor's systems.
- Maintain a coherent filing system for archiving all approvals, contracts, contract amendments including all consultants' deliverables are properly filed and referenced.
- Perform any other project-related duties requested by the DCU Executive Director
- Upload and update the Procurement Plan, procurement reports and relevant documents, in the WB's Systematic Tracking of Exchanges in Procurement (STEP).
- Support broader JONEPS (Jordan National E-Procurement System) activities
- Other tasks as requested by the Reform Secretariat's Director or his/her designee.

4. Qualifications

Education:

- A minimum of a BS degree (or equivalent) in logistics, procurement, supply chain management, or other related field.

Knowledge & Experience:

- At least 7 years' experience in a similar position preferably in the public sector or with international donors and organizations;
- Experience in and thorough understanding of GoJ's procurement systems
- Experience working with government as well as major donors/ funding agencies (preferably including the World Bank)
- Excellent planning/ organizational skills, and ability to support procurement activities of several procurement plans in parallel
- Excellent written and verbal communication skills. Ability to interact and communicate effectively and diplomatically with government officials and donors;
- Excellent knowledge and practical experience using computer software (Word, Excel, PowerPoint, and Project); and
- Fluent in Arabic and English, written and oral , essential
- Demonstrated ability to work as a team member.

5. Reporting and Conditions

The assignment is considered as a Full-time job, starting from April 2025 with the possibility of yearly renewal based on performance. The Specialist will be based in Amman, Jordan, with frequent field visits to project sites. The Specialist will report to the Development Coordination Unit (DCU) Executive Director and work closely with the DCU MASAR team, project task teams at MOE and other entities, and World Bank team.