

REQUEST FOR EXPRESSION OF INTEREST (REOI)

**Individual Consultant – Consulting Procurement Officer
(Up to 7 Deliverables – Short-Term Assignment within 3 Months)**

Country:

Republic of Vanuatu

Location:

Department of Water Resources (DoWR), George Pompidou Complex, Port Vila

Position:

Consulting Procurement Officer (Individual Consultant)

Duty Station:

Port Vila, Vanuatu

Date of Publication:

02 July 2025

Deadline for Submission:

18 July 2025 at 1400 hours

1. Background

The Department of Water Resources (DoWR), under the Ministry of Lands and Natural Resources (MoLNR), is implementing the Vanuatu Water Sector Partnership (VWSP) with support from the New Zealand Ministry of Foreign Affairs and Trade (MFAT). The program strengthens water security, institutional capacity, and project-based service delivery in rural communities.

To enhance procurement performance, compliance, and delivery efficiency, the DoWR is seeking to engage short-term individual consultants to deliver up to seven (7) specialized procurement-related outputs over a 3-month period.

2. Scope of Assignment

The selected Consulting Procurement Officer(s) will undertake one or more of the following specific assignments:

List of Deliverables:

- 1. Development of Strategic Procurement Planning Tools**
- 2. Review of Procurement Policy & Framework Development**
- 3. Review and Update of Vendor & Contract Management Guides**
- 4. Development of Procurement Execution & Operations Toolkit**
- 5. Development of Budgeting & Cost Control Tools**
- 6. Development of Stakeholder Engagement Tools**
- 7. Setup of Digital Systems for Managing Procurement Implementation**

3. Application Modality

Applicants may express interest in one, several, or all of the seven deliverables, depending on their expertise and availability. Each deliverable must be completed within the overall three (3) month timeframe.

In their application, candidates must:

- Clearly indicate which deliverable(s) they are applying for; and
- Provide a breakdown of their qualifications and experience relevant to each deliverable selected.

4. Qualifications and Experience (Minimum across all deliverables)

- Bachelor's degree in Procurement, Public Administration, Business, Law, Information Systems, or relevant field.
- At least 5 years of professional experience in procurement or related functions.
- Proven experience in project-based procurement in public sector or donor-funded environments.
- Strong understanding of procurement systems, legal compliance, and performance management.
- Excellent written and spoken English, and strong stakeholder coordination skills.

5. Evaluation Criteria

Criteria	Description	Weight (%)
Education	Relevant academic qualification	20%
Experience	Relevant technical/procurement experience	60%
Adequacy for Assignment	Suitability for specific deliverables	20%

6. Deliverables & Duration

Each consultant is expected to:

- Deliver all outputs within the 3-month timeframe (July–September 2025).
- Work closely with the DoWR Projects Unit and Procurement staff.
- Submit reports, tools, or guidelines as defined in the relevant TOR(s).

7. Submission Instructions

Interested individuals must submit the following:

- A cover letter specifying which deliverables they are applying for.
- A tailored CV (max 3 pages), demonstrating relevant experience for selected deliverables.
- References or evidence of similar assignments (if available).

Deadline for submissions:

14 July 2025 at 1400 hours

8. Request for Specific TORs

Interested applicants are advised that detailed Terms of Reference (TORs) for each of the seven deliverables are available upon request. Applicants must email the contact below to request the TOR(s) related to the specific deliverables they wish to apply for:

Enquiries and Submissions can be sent to:

Department of Water Resources (DoWR)

Ministry of Lands and Natural Resources

George Pompidou Complex, Port Vila

Email: esteitoka@vanuatu.gov.vu

Phone: +678 7339425

Subject Line: *Application: Consulting Procurement Officer – [Insert Deliverable Numbers]*