

Ministry of Agriculture, Forestry and Water Economy

Agriculture Modernization Project

Terms of Reference

Procurement Specialist

BACKGROUND

The Agriculture Modernization Project aims to improve the competitiveness in targeted agricultural sub-sectors and strengthen agricultural public sector readiness for EU accession. The project was approved by the Bank on January 30, 2020 and its closing date is June 30, 2025. The project is structured along three complementary components:

Component 1: Agriculture Sector Competitiveness

Component 1 aims at enhancing farm-level competitiveness and fostering agricultural produce aggregation and integration of farmers to domestic and/or export markets. The component activities focus on technical assistance (through training and advisory services) and off-farm infrastructure investments to complement existing IPARD measures in on-farm productivity-enhancing investments. It includes the following two sub-components:

Sub-component 1.1 - Access to Training and Advisory Services

Sub-component 1.2 - Agriculture and Food Distribution Systems

Component 2: Institutional Capacity for EU Accession

Component 2 aims at enhancing public support services, including the capacity to design and deliver effective support to the agriculture sector. It includes following three sub-components:

Sub-component 2.1 – Evidence-Based Policy-Making

Sub-component 2.2 - IPARD Implementation Capacity

Sub-component 2.3 - Safe Disposal of ABPs

Component 3: Project Management

Component 3 aims to supporting MAFWE in the efficient implementation of the project; assuring compliance with fiduciary (financial management, procurement), environmental and social safeguards, and M&E requirements according to the agreed project implementation arrangements. Specifically, the component will provide technical assistance, goods and incremental operational costs associated with the establishment of the Project Management Team (PMT). The PMT will also manage the project's grievance redress mechanism (GRM) and citizen engagement activities. Support for project implementation will also include: provision of technical assistance for the day-to-day coordination, additional technical support, as needed, as well as for fiduciary

(procurement, financial management) and safeguards (environmental, social) requirements; training, equipment and incremental operating costs to support project management and monitoring. It will also support financial audits and surveys as required for monitoring and evaluation of project results and impacts.

OBJECTIVE

The Ministry of Agriculture Forestry and Water Management (MAFWE) will engage the services of a Procurement Consultant to coordinate and implement procurement activities under the AMP. The Consultant shall be responsible for the efficient and timely procurement of all packages foreseen under the project including goods, works and technical services and selection of consultant services agreed in the loan procurement plan and required for the implementation of the AMP. The procurement of goods, works, technical services and consultant services under the AMP shall follow the applicable World Bank procurement and selection procedures (The World Bank Procurement Regulations for IPF Borrowers (*Regulations*); Procurement in Investment Project Financing: Goods, Works, Non-Consulting and Consulting Services, issued in July 2016, revised in November 2017 and July 2018).

The Procurement Consultant shall perform the tasks within this scope of services, ensuring that the relevant objectives are achieved within the time schedule and costs specified in the project documents. The Procurement Consultant shall work with a multidisciplinary team of civil servants, full-time and part-time consultants appointed or hired to complete particular tasks within the project. He/she shall observe the “Anti-Corruption Guidelines (the “Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants”, dated October 15, 2006 and revised in January 2011 and as of July 1, 2016.)

Specific tasks

The Procurement Consultant reports to the Project Director and Project Coordinator and shall perform the following tasks:

- Prepares and regularly updates the Procurement Plan in STEP (Systematic Tracking of Exchanges in Procurement);
- Cooperate with beneficiaries/institutions in order to obtain technical specifications/ Terms of Reference needed to prepare the procurement documentation;
- Coordinate and prepare requests for quotations/bids/proposals for procurement of works, goods and technical services, and for selection of consultants;
- Prepare and submit for publication announcements on procurement selection opportunities in relevant media editions, relevant procurement portals, etc. as required for specific method of procurement/selection;
- Provide assistance to the evaluation committees during the evaluation process;
- Prepare evaluation reports and assist in the process of internal clearance within MAFWE;

- Prepare all relevant documents for review and no-objection to the Bank;
- Participates in contract negotiations, collecting all additional information in relation to the contract, prepares minutes of contract negotiations, prepares draft contracts in accordance with the used procurement procedure and coordinate the activities related to preparing of the final contract version for signing;
- Ensure the publication of contract awards in the relevant media, in accordance with the Bank' Procurement Regulations;
- In collaboration with relevant PMT members and technical experts, manages procurement related complaints, including drafting responses and participates in debriefing meetings with complaining consultants/contractors/suppliers as relevant;
- Maintain and keep accurate filing system of the relevant procurement documents including continuous upload of final documents on World Bank Systematic Tracking of Exchanges in Procurement (STEP);
- Monitors contract's implementation and updates Contract Management Module in STEP on a regular basis to reflect actual status and progress of contracts' implementation;
- Assist the Bank staff during procurement post-review missions;
- Participates together with PMT in implementation support missions of the World Bank and collaborating in providing information on status of procurement.
- Providing input on procurement to various project documents, such as Project Operations Manual (POM), progress reports, etc.
- Work together with other PMT members in order to support the overall Project activities;
- Cooperate with the Bank procurement specialists and institutional employees in order to obtain the necessary information and ensure the timely Project procurement implementation.

QUALIFICATIONS, EXPERIENCE AND EVALUATION

Qualification and experience (mandatory) criteria

- University degree or equivalent in engineering, economics, management, Law or Business Administration or Procurement Management, or any other relevant professional area;
- Minimum 7 years of working experience after attainment of the university degree;
- Minimum of 5 years of professional experience in procurement. Experience in procurement under World Bank projects or other international organizations (e.g. EU Prague rules, UNDP, EBRD etc.) would be considered as strong advantage;
- Experience in FIDIC Contract Management will be considered as an advantage;
- Experience in working with government bodies is an advantage;
- Experience in all or either of the areas of procurement of goods, works and/or technical services; consulting services;
- Proficiency in legal terminology related to contracting;

- Excellent command of spoken and written English language;
- Computer skills, including word processing and spreadsheets.

Evaluation grid for the position:

Evaluated expertise	Points
Qualifications and Skills	20
University degree or equivalent in engineering, economics, management, Law or Business Administration or Procurement Management, or any other relevant professional area;	max 12
Excellent command of spoken and written English language	max 6
Computer skills, including word processing and spreadsheets	max 2
General Professional Experience	30
Minimum 7 years of working experience after attainment of the university degree;	max 30
Specific Professional Experience	50
Minimum of 5 years of professional experience in procurement	max 15
Experience in all or either of the areas of procurement of goods, works and/or technical services; consulting services;	max 15
Proficiency in legal terminology related to contracting	max 5
Experience in FIDIC Contract Management will be considered as an advantage;	max 5
Experience in procurement under World Bank projects or other international organizations (e.g. EU Prague rules, UNDP, EBRD etc.) would be considered as strong advantage	max 5
Experience in working with government bodies is an advantage;	max 5
Total	100

REPORTING

The deliverables produced by the Procurement Consultant shall include:

- Monthly work plan,
- Report on the execution of the monthly work plan,
- Other reports on project implementation status as required by MAFWE.

The deliverables are to be submitted to the Project Director and Project Coordinator.

DURATION OF ASSIGNMENT

The Procurement consultant is expected to work full time. The Consultant shall perform the Services during the period commencing **Sep ____**, **2024** and continuing through **June 30, 2025**. The Consultant shall perform the Services under a probation period of 3 (three) months. After the probation period, subject to satisfactory performance and availability of the Consultant and business needs of the Client, the contract will continue to be in force until the planned completion date stated above paragraph 2 “Term” of this Contract, or any other period that may be subsequently agreed by the parties in writing. The place of provision of services is location of MAFWE.