

# TERMS OF REFERENCE

## Procurement Specialist

**Project ID No.P121186**

**Loan No. 8211-AL**

**Albania: Water Resources and Irrigation Project**

### BACKGROUND

The Government of Albania has received financing in the amount of EUR 31 million equivalents from the World Bank toward the cost of the Water Resources and Irrigation Project, and it intends to apply part of the proceeds for payment of “Procurement Consultant for MARDWA”.

The project consists of the following components:

1. Systems Rehabilitation
2. Institutional Support for Irrigation and Drainage
3. Institutional Support for Integrated Water Resources Management
4. Implementation Support

Project implementation will be carried out in accordance with World Bank’s Procurement Guidelines: [\*Guidelines: Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers\*](#) (January 2011) and [\*Guidelines: Selection and Employment of Consultants by World Bank Borrowers\*](#) (January 2011).

### OBJECTIVES OF THE ASSIGNMENT

Although MFACP has a Procurement Unit to conduct procurement processes, a procurement specialist with experience in World Bank-financed projects is going to be hired to ensure that: (i) procurement is carried in strict compliance with the World Bank requirements and guidelines; (ii) to build capacity in the Procurement Unit; and (c) to facilitate implementation of planned activities in timely manner.

The procurement Specialist (PS) will assist the Project Coordinator and Project Manager, and will work closely with the staff of the Procurement Unit of MAFCP to manage the flow of procurement activities scheduled for WRIP.

### SCOPE OF WORK

**Duties and Responsibilities:** Principal functions of the Procurement Specialist will include the following:

- Procure goods, works and services conducted in accordance with the provisions of the World Bank Guidelines and Project Operations Manual and of the Albanian legislation;
- Coordinate with the staff of Irrigation and Drainage Directorate and Water Resources Policies Directorate so that technical specifications and terms of reference are prepared for the planned activities;
- Coordinate with the procurement staff of the Procurement Unit so that documents are signed in a timely fashion in accordance with the agreed procedures;

- Participate in preparation and periodical update of WRIP Procurement Plans (PP), carry out verification of PP and its update;
- Carry out procurement as per the WRIP PP;
- Maintain reporting procurement system in accordance with the provisions of the Project operational Manual (POM);
- Support the Project Coordinator in his responsibility of monitoring contracts executions;

In general, the specific tasks to be undertaken by the consultant should cover the complete procurement methods specified in the PP. This will include but not be limited to practical assistance in:

- Preparation and publication of procurement notices as applicable under various procurement methods and under Albanian legislation;
- Participation in the Evaluation Committee in the terms described in the Provisions for the Evaluation Committee;
- Preparation of bidding documents, request for proposals and other documents based on sample forms approved for the project, and selection process, including pre-bid or pre-proposal meetings, clarifications, bid opening and etc;
- Administrative and procedural support in evaluation of technical and financial evaluation of bids and the preparation of Bid Evaluation Reports in accordance with the POM provisions;
- Administrative and procedural support in technical and financial proposals of consultants and preparation of technical and financial evaluation reports in compliance with the POM provisions;
- Preparation of contracts in full conformity with the forms approved for the project;
- Contract negotiations and signing;
- General contract administration and monitoring;
- Verification of payment documents under contracts or the supply of goods, works and services; and
- Contract closure procedures and final reporting;

## **REPORTING OBLIGATIONS**

The Procurement Specialist will report to and work under the direction of the WRIP Project Coordinator and Project Manager in the MARDWA. S/he will deliver monthly progress report and monthly updated procurement Plan. Since s/he will be sitting in the Procurement Unit, s/he will provide copies of all reports to the Director of the Directorate for Legal Services.

## **CLIENT'S CONTRIBUTION**

The Procurement Specialist for WRIP will be based and work in the Procurement Unit of MARDWA in Tirana. The Client will provide office space and equipment required to perform the tasks assigned.

## **QUALIFICATION**

- University/higher education in economics, law, engineering or related fields;

- At last 3 years experience in procurement with project financed by foreign donors and national public funds. The candidates, which are familiar with the World Bank Guidelines and the National Public Procurement Law are preferable;
- Computer literate. Good knowledge of MS Office applications. Other software is an advantage;
- Fluent in Albanian and English.

#### **TERMS OF THE ASSIGNMENT**

- The Consultant shall be engaged on full time basis. The remuneration will be paid on a monthly basis.
- The Consultant will be offered opportunities to develop professionally by attending relevant training events and courses during the term of the contract
- Evaluation of the 3 month probation period and any contract extension would be fully based on the consultant's performance certified by the Project Coordinator and Project Manager and agreed with the Bank.

#### **DURATION**

The procurement Specialist will work on a full time basis. The contract is for an initial period of one year with a 3 month probation period, at which time the performance of the specialist shall be evaluated.