



REPUBLIKA E SHQIPËRIË

MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT

WATER RESOURCES AND IRRIGATION PROJECT (WRIP)

Original Project:

Project ID No. P121186; Loan No. 8211-AL;

Additional Financing:

Project ID No. P162786; Loan No. 8817 AL;

REQUEST FOR EXPRESSIONS OF INTEREST

for individual consultancy services of

“Procurement Consultant”
(Proc. Ref. No. WRIP/CS/IC/001)

This Request for Expressions of interest follows the General Procurement Notice for this project that appeared in Development Business online on May 25, 2010 and the GPN Update published on December 20, 2012, DB Reference No. WB5260-12/12.

The Government of Albania has received financing in the amount of Euro 31 million equivalents from the World Bank toward the cost of the Water Resources and Irrigation Project. An Additional Financing in the amount of Euro 23 million is, also, proposed with the purpose to scale up the now successful WRIP and include additional investments and activities. GoA intends to apply part of the proceeds for payment of the “*Procurement Consultant*” (full-time engagement), part of the Project Management Team (PMT), established at the Ministry of Agriculture and Rural Development (MoARD). The assignment is planned to start immediately after the selection process is completed.

✓ **Objective of the Assignment**

The WRIP is fully mainstreamed into the regular functions of several departments in the MoARD, as implementing agency. Although the MoARD has a Procurement Sector, part of Procurement and Partnership Directorate, to conduct procurement procedures, a Procurement Consultant (full-time position), with experience in World Bank-financed projects was hired since the Project preparation as external consultant for fiduciary aspects of the Project. The objective of this Consultancy Services is to ensure that: (i) procurement are carried out in full compliance with the Bank requirements set forth in the World Bank Procurement Guidelines and Procurement Regulations and Project Operations Manual; (ii) to build/strengthen the capacities of the Procurement Sector within the MoARD; and (c) to facilitate implementation of planned activities in the timely manner.

The Procurement Consultant will assist the Project Coordinator and Project Manager, and will work closely with the staff of the Procurement and Partnership Directorate/Procurement Sector within the MoARD to manage the flow of procurement activities scheduled for WRIP.

✓ **Scope of work**

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

- Procure goods, works and services conducted in accordance with the provisions of the World Bank Guidelines and Procurement Regulations, Project Operations Manual (POM) and of the Albanian legislation;

- Coordinate with the staff of Directorate of Water Resources Policies, General Directorate of Agriculture, Food Safety and Rural Development Policies (Directorate of Programs for Agriculture, Food Safety and Rural Development and Directorate of Project Conception and Feasibility), so that the Technical Specifications and Terms of References are prepared for the planned activities;
- Coordinate with the procurement staff of the Procurement and Partnership Directorate/Procurement Sector, so that documents are signed in a timely manner and 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 POM;
- Support the Project Coordinator in his responsibility of monitoring contracts executions;

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

- Preparation and publication of the Specific Procurement Notices as applicable under various procurement methods and under Albanian legislation;
- Participation in the Evaluation Committee in the terms described in the respective provisions in the POM for the Evaluation Committee;
- Preparation of Bidding Documents, Request for Proposals and other documents based on the Standard Bidding Documents/Standard Procurement Documents and 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 evaluation of 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;

✓ **Qualification Requirement and Experience**

The person suitable for the position of the Procurement Consultant for Water Resources and Irrigation Project in the MoARD should have the following qualifications:

- Master Degree in Economics, Law, Engineering or equivalent professional qualifications appropriate to this assignment;
- At last 3 years experience in the procurement of the projects financed by foreign donors and national public funds. The candidates, which are familiar with the Procurement World Bank Guidelines/World Bank Regulations and the National Public Procurement Law are preferable;
- Knowledge on STEP system (*Systematic Tracking of Exchanges in Procurement*) and ability on its operation will be an advantage;
- Computer literate with practical experience using Microsoft office program. Using of other software is an advantage;
- Fluent in Albanian and English.

✓ **Timing**

It was expected that the Procurement Consultant will start work immediately and will work on full-time basis. The Procurement Consultant will report to and work under the direction of the WRIP Project Coordinator and Project Manager in the MoARD. She/He will deliver monthly progress report and updated WRIP's Procurement Plan. Since the Procurement Consultant will work closely with the staff of the

Procurement and Partnership Directorate/Procurement Sector within the MoARD. She/He will also provide copies of all reports to the Director of the Procurement and Partnership Directorate.

The Ministry of Agriculture and Rural Development (MoARD) now invites qualified individuals to indicate their interest in providing the services. Interested candidates should provide: (i) motivation letter, underlining their advantages concerning this position, (ii) Curriculum Vitae, as well as, (iii) information that indicates that the candidates have required qualifications to carry out the Consulting Services, and (iv) various references. All documents should be submitted in English language.

The short listing criteria are:

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| 1. General Qualifications | 30 points |
| - Master Degree as required | |
| - Qualifications and post-university certificates | |
| 2. Adequacy for the assignment | 60 points |
| - Specific experiences in the procurement of the projects financed by foreign donors (World Bank and others) | |
| 3. Similar Experience | 10 points |
| - Similar Experiences/Contracts and knowledge of Public Procurement Law | |

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers ("Consultant Guidelines") January 2011, setting forth the World Bank's policy on conflict of interest.

The selection method to be applied is **Individual Consultant (IC)**, in accordance with the procedures for the selection of the Individual Consultants, set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers (January 2011).

Interested Consultants may obtain further information concerning the Terms of Reference at the official website of MoARD: www.bujqesia.gov.al or at the address below, during office hours 08:00 to 16:30 (Monday to Thursday) and 08:00 to 14:00 on Friday:

Mr. Ilirjan LAME

Project Manager

Water Resources and Irrigation Project

Ministry of Agriculture and Rural Development

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Expressions of Interest (EoIs) must be delivered no later than **June 04, 2018**: hardcopy (in person or by mail) to the address below, within office hours, and electronically at the above e-mail address.

Ministry of Agriculture and Rural Development (Protocol office)

Address: Blv. "Dëshmorët e Kombit", Nr. 2, kp. 1001

Tirana, Albania

Attn: Ms. Aurora ALIMADHI

General Secretary