**ALBANIA**

**Climate Resilience and Agriculture Development Project (CRAD)**

**TERMS OF REFERENCE**

**IT Expert to support PMT**

1. **BACKGROUND**

The World Bank is assisting the Government of Albania (GoA) with the financing of the Climate Resilience and Agriculture Development project (CRAD). This project aims to increase competitiveness and climate resilience of priority agri-food value chains. The expected outputs from the project are: (i) increased supply/sales to local agri-food businesses, (ii) increased agricultural productivity and production, lower costs, and extended production season (iii) improved traceability, farmer’s market integration and compliance with food safety and quality requirements, (iv) enhanced evidence-based decision making for resilience and sustainable agri-food systems.

The Project consists of the following components, which will support the project objective:

1. Promoting Climate Smart Agriculture and Access to Markets
2. Enhancing Compliance with Food Safety and Quality Standards
3. Strengthening Evidence-based Analysis Capacity of MARD and Municipalities

The Ministry of Agriculture and Rural Development (MARD) is the lead implementation agency for this Project. The MARD will have a project coordination and management as well as safeguards and fiduciary responsibility for the Project through its Project Management Team (PMT). The PMT will monitor and evaluate the Project results framework and will include core staff responsible for technical and fiduciary management. The PMT is headed by a Project Coordinator (appointed MARD staff at the level of General Director) and includes: Project Manager, Component Leaders, Procurement Specialist, Financial Management Specialist, Environmental Specialist, Social Development Specialist, Gender Focal Point, M&E Specialist, and Technical Specialist (i.e., engineer, IT, etc.) (recruited) as deemed necessary to support project implementation. The MARD has appointed civil servants as Project Coordinator, Component Leaders, and M&E Specialist. Civil servants of institutions that will be involved in supporting implementation of project activities will be appointed as Focal Points for the various activities as deemed necessary.

The MARD publishes this ToR with the aim to attract potential individual consultant to be hired as part time IT Expert who will be a team member of the PMT and [provide support in daily implementation of the Project related to IT.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective of this assignment is to provide IT related support to MARD/PMT during implementing IT related activities of the project.

1. **SCOPE OF WORK**

The specific roles and responsibilities of the part time IT Expert include, but are not necessarily limited to:

* Providing technical support and advice to the CC/CMT/PMT related to IT activities, including contract management, administration, and monitoring.
* Timely submission of IT related monitoring and supervision reports, according to project documentation and project operation manual, and other reports upon requests.
* Prepare inputs for implementation plans and procurement plans for IT related activities sunder the various components.
* Working with beneficiaries to determine requirements analyzing IT requirements within beneficiary agencies/ entities and giving independent and objective advice on the use of IT.
* Clarifying beneficiary system specifications, understanding their work practices and the nature of their work;
* Assist in the preparation of the Terms of References for all general IT related activities financed by the project;
* Helping beneficiaries with change-management related to IT activities;
* Prevent and resolve administrative and technical issues emerging in the process of implementation of IT related activities sunder the various components with support of MARD/PMT staff.
* Ensuring compliance of delivered goods, works and services with the requirements of contracts signed under the project.
* Informing Project Highest Authority as per the POM and Project Manager about cases of incompliance or issues with execution of contracts made under the IT related components;
* Participate in assessment of performance of local and international consultants.
* Being involved in purchasing and support as per the client request, and where appropriate;
* Working along with the Technical Working Group, Contract Coordinator/s, Contract management team/s, Project Management Unit, Project beneficiaries and other stakeholders in the implementations of all IT related activities financed by the project;
* Participation in the IT procurement process and assisting the EC during the bid evaluation in preparation process of technical evaluation for bids received;
* Preparation of a Contract Administration and Monitoring Plan. He/ She will prepare a contract-monitoring plan for each IT contract of the CRAD Project and make relevant coordination and reminders to CC/CMT for the successful completion of all contract activities in a timely manner.
* Verify all type issues encounter related IT services contracts.
* Support for PMT Financial management staff to review the documentations required as per the contract provision for the payment purpose.
* Recommend contract modifications and amendments, based on the findings and issues encounter during the contract management process.
* Manage IT related contracts in STEP.
1. **REPORTING OBLIGATIONS**

The part time IT Expert will report to and work under the direct supervision of the Project Manager.

1. **CLIENT’S CONTRIBUTION**

The Client will provide office space and equipment required for the CRAD’s IT part time Expertto perform the tasks assigned.

1. **QUALIFICATION**
* University degree in the branches of Electronic Engineering, or Computer Engineering, or Information Technology, or Informatics, or Mathematical Informatics, or Mathematical and Informatics Engineering, or Economic Informatics, or Telecommunication, or Telecommunication Engineering;
* General professional working experience with at least 5 years of professional experience in the field of assignment;
* To have good knowledge of relational database management systems;
* To have good framework knowledge of web application development;
* To have good knowledge of computer networks;
* To have good knowledge of data security in computer networks;
* Record keeping, very good technical writing skills and ability to prepare the reports;
* He/she must have good knowledge of the Albanian and English language.

Applicants that fulfill the minimum qualification requirements will be further evaluated based on the below evaluation grid for the position:

|  |  |
| --- | --- |
| Evaluated expertise | Points |
| General Experience | 30 |
| Adequacy for the assignment  | 60 |
| Language and computer skills | 10 |
| Total | 100 |

1. **TERMS OF THE ASSIGNMENT**
* The Consultant shall be engaged on part-time basis. The remuneration will be based on daily rates.
* The Consultant will be offered opportunities to develop professionally by attending relevant training events and courses during the term of the contract.
* The type of contract for this assignment is Time Based Contract.
1. **SELECTION AND CONTRACTING**

The consultant will be selected based on Selection of Individual Consultant (IC), in accordance with the procedures set out in the World Bank’s Procurement Regulations for IPF Borrowers, Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services July 2016 (revised November 2020).

1. **DURATION**

The initial duration of the assignment is 12 months, with a probation period of 3 months, from contract signing and/or entry into force of the contract, with the option of renewal for the entire Project implementation period (60 months), based on satisfactory performance. The IT expert of PMT shall be engaged on a part-time basis, average of 12 working days per month.