**TERMS OF REFERENCE**

**PROCUREMENT SPECIALIST**

**Trade and Transport Facilitation Project**

 **and**

**LOCAL ROADS CONNECTIVITY PROJECT IN NORTH Macedonia**

1. **BACKGROUND**

The purpose of these Terms of Reference is to define the scope of work and tasks of the Procurement Specialist of the Project Implementation Unit in North Macedonia integrated for implementation of the two projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project. The Trade and Transport Facilitation Project will be implemented in its first phase in Serbia, North Macedonia and Albania although the Local Roads Connectivity Project will be implemented only in North Macedonia. For the purposes of the Trade and Transport Facilitation Project each of the three countries will set up a Project Implementation Unit (the PIU) to help the execution, implementation and monitoring of the project. The PIU in North Macedonia will be staffed with different expert profiles in order to start working immediately on both projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project.

The Trade and Transport Facilitation Project Phase 1 will include a combination of investments, technical assistance and regulatory and institutional reforms. It will primarily focus on adoption and implementation of a National Single Window (NSW) solution, improvements in border crossings in selected trade corridors BCP at Deve Bair and BCP at Kjafasan, deployment of an Intelligent Transport System (ITS) on the A1 motorway, which is part of Corridor X, and technical assistance.

The Local Roads Connectivity Project (the LRCP) is envisaged to support the selected municipalities by investments in reconstruction, rehabilitation and upgrading of local roads/streets that will enhance their mobility, connectivity and road safety. Moreover, the investments may include: sidewalks, bike paths, street lighting, slope and lands lading stabilization, junction improvement, pedestrian crossings, water drainage and capacity building of the municipal staff.

The Ministry of Transport and Communications (the Client) intends to engage a highly qualified individual consultant to provide services as a Procurement Specialist of the PIU. The successful candidate will work closely with the Client and other relevant stakeholders to ensure that the project is managed efficiently and in compliance with the objectives of the Projects Appraisal Documents (PADs), the Project's Legal Agreements and Financing Agreements, and the Project Operating Manuals. The Procurement Specialist shall interact, liaise and cooperate with a significant number of different Project Officers, shall interact and liaise with a significant number of different Ministries and Municipalities through their focal points, a number of other external bodies, World Bank, partners, and other agencies in the Western Balkans. Creativity and initiative are therefore required to cope with such diverse demands. The Procurement Specialist of the PIU will have numerous tasks and activities and will also have to interact with many stakeholders at the same time. The main challenge is to ensure that the contractors / consultants produce an acceptable quality of work within budget allowances and time, so that the objectives of the Projects are achieved.

**2. GENERAL INFORMATION**

Individual Consultant Title: Procurement Specialist of the Project Implementation Unit, Trade and Transport Facilitation Project and Local Roads Connectivity Project. The Consultant shall report to the Project Director, linked to the Minister of Transport and Communications.

**3. POSITION IN ORGANISATION**

Immediate superior: Project Director.

Titles of immediate subordinates: Project Officers, between 11 and 17 staff.

**4. MAIN POSITION OBJECTIVE**

To plan, monitor and control all project procurement activities by components, in close cooperation with the Ministry of Transport and Communications and other stakeholder agencies (as described in the Project Operation Manuals to be developed) and to ensure that procurement all goods, works, non-consulting and consulting services are carried out in accordance with the applicable Procurement Regulations[[1]](#footnote-1), projects’ procurement plans and the provisions of the relevant Loan Agreements. In addition, he/she will develop, according to the project cycle and Procurement Plans, the implementation of activities as per contract specifications and in compliance with legal/regulatory framework of the World Bank. Thus, he/she will ensure that the works, goods and services are satisfactorily completed on time and within budget aligned with the contractual requirements.

**5. PRINCIPLE RESPONSIBILITIES**

The Procurement Specialist of the PIU will be responsible for the following duties:

* Manage everyday project operations from the legal and procurement aspects;
* Assist in preparation and provides input on status of projects’ procurement for semi-annual and annual progress reports for submission to the relevant Committee, the Ministry of Transport and Communications and the Government of the Republic of Macedonia, and/or the World Bank and/or any other donor as well as any other periodic or exceptional report and/or documentation on project, including procurement activities that may be required by the Ministry of Transport and Communications, and/or the World Bank and/or any other donor;
* Coordinate any amendments and changes relevant to procurement to the Project Operational Manuals and submit them to the relevant Committees for approval;
* Support the Project Director, with regard to procurement, to represent the project vis-à-vis Government institutions, local government units, international finance institutions and other multi-lateral and bilateral donors;
* Based on the work plans, develop annual implementation plans and procurement plans for the Projects and have them approved by the WB;
* Monitor of the overall projects implementation vis-à-vis procurement;
* Consolidate requests for procurement of goods, works, technical and consulting (TA) services and reflect them as relevant in the projects’ procurement plans;
* Prepare, in conjunction with project focal points and teams, procurement documents (e.g., invitations to bid, standard bidding documents, bid clarification and eventual amendments, bid evaluation reports, etc.); obtain timely relevant approval for procurement documents;
* Obtain timely WB no-objections for procurement documents;
* Arrange advertising in the UN Development Business and national newspapers and/or the Public Procurement Bureau’s portal for the procurement of goods, works, non-consulting and consulting (TA) services, required for the project;
* Coordinate the procurement process for each contract by guiding, assisting and/or preparing bidding documents as relevant, sending invitations for bids and clarifications to bidding documents;
* Collaborate and is involved in each step of the procurement/selection process, relevant for the specific contract;
* Organize and coordinate evaluation process, including to provide guidance to evaluation committees, prepare evaluation reports according to the standard forms of the Bank;
* Using Bank’s online procurement planning and tracking tools to record all procurement actions under the relevant projects, including preparing General Procurement Notice (GPN) for the projects, Specific Procurement Notices (SPN), Procurement Plan, including its updates and revisions, preparing relevant procurement documents, and seeking and receiving Bank’s review and no-objection to the above documents and all procurement actions as required.
* With reference to the above, be the key contact point in STEP (Systemic Tracking of Exchanges in Procurement) and manage all exchanges in procurement between the implementing agency and the Bank.
* Track progress of procurement activities against the plans set forth in the PIPs; highlight variations in progress, record reasons and identify remedial actions; report this to the Project Director on a monthly basis;
* Prepare and submit for Bank review periodic procurement progress reports, keep list of completed, on-going and planned contracts and keep updated list of contracts subject to the WB post review;
* Revise the procurement plans in coordination with the PIU Officers, as needed, and submit to WB for no-objection if necessary;
* Provide assistance during project implementation activities with regard to procurement issues;
* Liaise with World Bank Procurement Specialist assigned to the Projects;
* Interact with other PIU Officers in order to support overall Projects activities;
* Any other activities in correlation with the implementation of the Projects.

**6. Duration and Location**

It is expected that the period over which the Consultant shall provide the Services will be 66 months, in all cases not less than up to the end of the two projects life. The Consultant should be available to commence in 45 days the latest after the present notice will be published. The assignment is full time and the Consultant should be available to provide services for at least 8 hours each day, Monday to Friday, for a minimum period of 40 hours per week. The remuneration will be paid on a monthly basis. Subject to notice being provided, the Consultant may take up to 25 working days leave each year, but remuneration will not be paid during any period of leave. The Consultant will be stationed in the PIU premises in Skopje, but should be ready to travel throughout the country for attending meetings. The Consultant will be offered opportunities to develop professionally by attending relevant World Bank training events and courses during the term of the contract. A downstream work might be needed, in case of extension of the relevant Projects’ duration, and subject to Client’s business needs under the Projects and subject to consultant’s satisfactory performance.

1. **REPORTING REQUIREMENTS**

The Consultant will brief regularly the Project Director on the progress in respect to the contract tasks performed. The Consultant will provide/submit Monthly Progress Reports to the Project Director, within 10 (ten) days after the end of month for which the report is due. The report should contain at least: (i) the status of progress, problems encountered, corrective actions needed, rationale for actions; and (ii) current costs of each Program’s components and estimated costs of completion. The Consultant shall prepare ad-hoc reports on any major project procurement issues raised during Projects implementation, at the Project Director, Client or Bank's request.

1. **SERVICES TO BE PROVIDED BY THE CLIENT**

The Client will be responsible for provision of the following:

* Fully equipped office space, with access to Internet, local telephone line, printing, photocopying and document binding;
* Access to necessary documents ; and
* Where the Consultant is required to travel, to site or elsewhere in accordance with the Client’s instruction, transportation costs will be borne by the Client.

**9. KNOWLEDGE, EXPERIENCE, SKILLS AND COMPETENCIES**

a) Educational qualifications: At least a University Degree in Law/Engineering/Architecture/ Economics / Procurement (where a university degree has been awarded on completion of a minimum of three years of study in a university or equivalent institution);

b) Area of professional expertise: Procurement;

c) Years of experience: Minimum of 3 years professional experience in procurement of goods, works, technical and consulting (TA) services;

d) Additional qualifications or training: Contract Monitoring;

e) Required skills and competencies:

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| Skills/Competencies | Required  | Desirable |
| Technical | Knowledge of national legislation on public procurement, construction, environmentExperience with planning and holding procurement process for goods, works, technical and consulting (TA) services;Computer skills: Word, Excel, Access, scheduling tools (eg: MS Project or similar)  | Experience in Procurement associated with implementation of projects financed by international donors Knowledge of WB procurement policies and procedures (Procurement and Consultant Guidelines and/or Procurement Regulations)  |
| Management | Self-Planning & Organizing Problem SolvingWork under pressureCommunicationTeamworkInitiative |  |
| Business | Excellent Knowledge of English language (speaking and writing) Fluency in Macedonian language |  |

1. Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016, revised November 2017 and August 2018 , <http://pubdocs.worldbank.org/en/178331533065871195/Procurement-Regulations.pdf> [↑](#footnote-ref-1)