

Albania: Water Resources and Irrigation Project (WRIP)

TERMS OF REFERENCE

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

BACKGROUND

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**”, part of the Project Management Team (PMT), established at the Ministry of Agriculture and Rural Development (MoARD). The PMT has the main responsibilities for coordination, day-to-day Project implementation and management, procurement and financial management, monitoring and evaluation of the Project.

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

Procurement under the Original Project are carried out in accordance with the 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). Procurement under the Additional Financing will be carried out in accordance with the [*World Bank Procurement Regulations for IPF Borrowers "Procurement in Investment Project Financing: Goods, Works, Non Consulting and Consulting Services"*](#) (July 2016).

OBJECTIVES 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 processes, 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 in order to ensure that: (i) procurement are carried out in full compliance with the World Bank requirements set forth in the 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 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 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 to manage the flow of procurement activities scheduled for WRIP, She/He will also provide copies of all reports to the Director of the Procurement and Partnership Directorate.

CLIENT'S CONTRIBUTION

The Client will provide office space and equipment required for the WRIP's Procurement Consultant to perform the tasks assigned.

QUALIFICATION

- 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 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.

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 months 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

It is required that the Procurement Consultant to start work immediately. The contract is for an initial period of 1 (one) year with a 3 month probation period, at which time the performance of the specialist shall be evaluated.