## Kosovo FOSTERING AND LEVERAGING OPPORTUNITIES FOR WATER SECURITY(FLOW) PROJECT

(P169150)

## Terms of Reference for International Procurement Consultant

Background

The Government of Kosovo has applied for a credit totalling EUR 40 million from the International Development Association (IDA), to finance the Kosovo Fostering and Leveraging Opportunities for Water Security (FLOW) Project. The Ministry of Environment and Spatial Planning (MESP) has overall responsibility for the Project, and is responsible for the implementation of the Project through its Project Implementation Unit (PIU). These Terms of Reference serve to define the responsibilities, tasks and qualifications required for an International Procurement Consultant needed to support the PIU of MESP for the first 24 months of Project implementation.

**The project**

The objective of the Project is to strengthen national capacity for managing Kosovo’s water resources for water security, and in selected basin areas, improve integrated land and water resource management practices and services, in a resilient manner.

This will be achieved through two main components: (1) transformation measures, and (ii) Catalytic Investments and Emergency Response. The project will implement both the basin specific investments as well as the national investment planning. It includes a number of activities and implement investments that show readiness and are proof-of-concept and/or provide learning opportunities. The project will be flexibly designed to adapt to priorities emerging from the basin planning process, and overall support water security, climate change adaptation and preparing investments for future programmatic and larger scale investments. A number of activities that are best approached through civil society initiatives and private sector (a number of activities related to agro-environment, watershed, water-saving, afforestation, irrigation efficiency improvements, tourism) will be supported through targeted and mainstreamed grant financing and sub-projects

Objective

The objective of the services by the International Procurement Expert is to assist the PIU of MESP on undertaking the activities and procedures for the procurement of goods, works and services according to the Credit Grant Agreement and the applicable World Bank Procurement Regulations “Procurement In Investment Project Financing, Goods, Works, Non-Consulting Services and Consulting Services” of July 2016, revised Nov 2017 and Aug 2018 (Procurement Regulations) for the first 24 months of the Project.

 **Scope of work**

The International Procurement Expert will assist, liaise and coordinate closely with all project beneficiaries in the preparation of procurement documentation and will report to the Project Manager of the PIU in MESP. Specific responsibilities will include the following:

* Ensure that the procurement of goods, works and services in accordance with the Procurement Regulations for all items and activities financed under the projects, using World Bank Standard Procurement/Bidding Documents (“SPDs/SBDs”). This task shall include but not be limited to the following:
* Preparing and publishing of procurement notices for any procurement (goods, works, consultant services) category;
* Drafting of the Bidding Documents and Requests for Proposals and as necessary, submit for the World Bank’s prior review;
* Preparing of the short list and short listing report and as necessary, submit for the World Bank’s prior review;
* Participating in contract negotiations for consulting services, by providing and providing guidance to negotiations group on topics which may be negotiated;
* Assisting the PIU of MESP and respective implementing agencies in the preparation of all necessary documentation for bid opening, evaluation and award of contract;
* Updating of Procurement Plan, including in STEP;
* Preparing the correspondence with bidders/consultants;
* Advertising of contract awards as required under applicable Bank Procurement Regulations.
	+ Work with the concerned technical working groups in assisting on preparation of technical specifications and terms of reference for contracts to be procured under the Project in accordance with various procurement methods.
	+ Assist the PIU and concerned technical working groups and evaluation committees in the evaluation of proposals received, on the bases of criteria stipulated in the bidding documents.
	+ Ensure preparation of comprehensive evaluation reports according to the World Bank standard forms and timely transmission of the Bid and Consultant Evaluation Reports to the World Bank for review and no objection.
	+ Assist the PIU on establishing and maintaining efficient procurement and contracting management tracking system (noting important approval dates, awards, contract amounts etc) as well as a proper filing system to ensure quick retrieval of procurement information by, the project staff supervision missions, auditors etc.
	+ Prepare and submit to the Project Manager of PIU periodic procurement reports describing procurement procedures for implementation of projects and compliance with the schedule, and identifying procurement issues arising during project implementation and solutions proposed.
	+ Contribute to the preparation of the quarterly progress reports and annual reports covering the progress of the procurement activities under the project.
	+ The International Procurement Consultant will work closely with the local procurement specialist hired by PIU/MESP, and provide procurement capacity building throughout his/her assignment duration to this department. In this aspect, the International Procurement Expert is expected to conduct on-the-job training for the local procurement specialist, who shall take over and carry this function after the second/third year of the project onward. Such capacity building will be combined with one-two training sessions on the WB procurement regulations.
	+ Revise and update the procurement plans.
	+ Assist the PIU on checking and certifying invoices (before submittal to accountant for payment).
	+ If the PIU coordinator requests so, the International Procurement Consultant may spend limited time in assisting the PIU manager in all project activities that are closely tied to procurement activities.
	+ The procurement consultant, along with PIU staff, will use the online tool STEP (Systematic Tracking of Exchanges in Procurement) for all Project activities, including procurement plan (to be submitted through STEP for Bank’s no objection), all documents and other required information (in respective data sheet), as required in STEP for each activity/contract.

**Qualifications and Experience**

* Advanced degree (Master) in economics, finance, engineering, accounting, law, business administration or any relevant discipline;
* At least 15 years professional experience in procurement;
* At least 10 years of - procurement experience in the World Bank - financed projects, including solid experience in goods (IT equipment), works and consulting services contracts;
* Experience in using STEP would be considered an advantage;
* Excellent spoken and written English; and
* Computer skills, including word processing and spreadsheets.

 **Reporting**

The Procurement Specialist will report to the Project Manager of the PIU in MESP.

duration of assignment

The International Procurement Expert is expected to conduct his assignment in part time basis for a period of 24 months work full time. The total level of efforts for the assignment is estimated 80 working days, out of which 50% is expected to be in Pristina, and the rest in expert’s home office. The PIU/MESP will provide office space and internet during the expert stay in Pristina. It is expected the consultant will conduct eight (round) trips to Pristina during his assignment. The work plan and schedule will be discussed/agreed with the consultant during the contract negotiations. Also, the trips to Pristina will be agreed in advance with the client/PIU.