**Kosovo: Kosovo Digital Economy (KODE) Project**

**TERMS OF REFERENCE**

**Procurement Consultant for KODE Project**

**BACKGROUND**

The Government of Kosovo (GoK) has received financing in the amount of Euro 20,7 million equivalents from the World Bank toward the cost of the Kosovo Digital Economy. The Ministry of Economic Development (MED) is the implementing agency for this project.

GoK intends to apply part of the proceeds for hiring of the “Procurement Specialist” who will be part of the Project Implementation Unit (PIU), established at MED. The PIU has the main responsibilities for coordination, day-to-day KODE Project implementation and management, procurement and financial management, monitoring and evaluation of the Project.

The project consists of the following components:

1. Digital Inclusion
2. Digital Work and Empowerment
3. Project Implementation Support

Procurement under the KODE Project are carried out in accordance with the World Bank’s Procurement Regulation for Investment Project Financing Borrowers for Goods, Works, Non-Consulting and Consulting Services, July 2016, as amended. ).

**OBJECTIVES OF THE ASSIGNMENT**

The KODE Project will be implemented by the PIU established within the Department of Post, Telecommunications and Information Technology of the MED. Through the current Terms of Reference MED seeks to hire full-time Procurement specialist, preferably with experience in World Bank-financed projects as PIU consultant for fiduciary aspects of the Project in order to ensure that: (i) procurements 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 procurement capacities of the MED; and (iii) to facilitate implementation of planned activities in the timely manner.

The Procurement Specialist will assist the Project Director, Project and Component Coordinators and will work closely with the other staff of the PIU to manage the flow of procurement activities scheduled for the KODE Project.

**SCOPE OF WORK**

**Duties and Responsibilities:** Principal functions of the Procurement Specialist 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, to the extend applicable for the Project, national legislation;
* Through working closely and coordination with the staff of PIU and, as needed, with the Department of Post, Telecommunications and IT, ensure that the Technical Specifications and Terms of References for the planned activities are prepared in the timely manner and in accordance with the applicable procurement requirements;
* Through working closely and coordination with the procurement staff of the MED, ensure that required documentation is authorized (e.g. singed) in a timely manner and in accordance with the applicable procedures;
* In coordination with PIU staff, carry out preparation, periodical review, verification and updates of the KODE Project’s Procurement Plans (PP);
* Implement procurement in accordance with the KODE Project’s PP;
* Maintain reporting procurement system in accordance with the provisions of the POM;
* Support PIU staff in their efforts to monitor execution of the contracts;

It is assumed that specific tasks to be undertaken by the Procurement Specialist will cover procurement methods specified in the PP. Therefore, it is expected that such tasks will include, but will not be limited to, the practical assistance on the following:

* Preparation and publication of the Specific Procurement Notices as applicable under various procurement methods and, to the extend applicable for the Project, national 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 Specialist will report to and work under the direction of the KODE Project Director and Project Coordinator. She / He will deliver monthly progress report and updated KODE Project’s PP.

**MED’S CONTRIBUTION**

The MED will provide office space and equipment required for the Procurement Specialist to perform the tasks assigned.

**QUALIFICATION**

* University/higher education in economics, law or finance; Master’s Degree or Professional Certification is an advantage;
* At least 3 (three) years’ experience in the procurement of the projects. It is required to have at least 1 (one) year experience in the procurement of projects financed by foreign donors. The candidates with experience in the World Bank Guidelines / World Bank Regulations and the National Public Procurement Law are preferable;
* 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 Procurement Specialist shall be engaged on full-time basis;
* The remuneration will be paid monthly;
* The Procurement Specialist will be offered opportunities to develop professionally by attending relevant training events and courses during the duration of the contract;
* Evaluation of the 3 (three) months’ probation period and further contract extension would be fully based on the Procurement Specialist’s performance certified by the Project Director and Project Coordinator, and agreed with the World Bank.

**START OF WORK AND DURATION OF THE CONTRACT**

* The work of the consultant will take place tentatively from January 2019.
* The contract is for an initial period of 1 (one) years with a 3 (three) month probation period, at which time the performance of the specialist shall be evaluated.