



MINISTERUL AGRICULTURII,
DEZVOLTĂRII REGIONALE ȘI
MEDIULUI AL REPUBLICII
MOLDOVA

MINISTRY OF AGRICULTURE,
REGIONAL DEVELOPMENT AND
ENVIRONMENT OF THE
REPUBLIC OF MOLDOVA



UNITATEA CONSOLIDATĂ PENTRU IMPLEMENTAREA PROGRAMELOR IFAD
THE CONSOLIDATED PROGRAMMES IMPLEMENTATION UNIT (CPIU-IFAD)

TERMS OF REFERENCE

For consulting services on the position of Procurement consultant

Location: CPIU-IFAD, CHISINAU

Terms for employment: fixed-term employment contract

Project: IRECR

Ref. no. 16/19 PRRECI

AWPB&PP 2019: C 1.15/1.1.1.18

Background

The Consolidated IFAD Programme Implementation Unit (CPIU-IFAD) was created in 2000 year by the Government of Moldova to implement the rural and agricultural development programmes funded by the International Fund for Agricultural Development, based in Rome, Italy. The CPIU-IFAD it is implementing two ongoing projects IRECR and RRP. The CPIU-IFAD, for implementation of projects activities conduct procurements for civil works, goods, consulting and non-consulting services, accordance to the IFAD Procurement Guidelines.

The Consultant will work under the direct supervision of CPIU-IFAD Procurement Specialist, and will be responsible for the support of all procurement related tasks as required by the procurement specialist, under his/her close monitoring, in compliance with the requirements and regulations of IFAD Procurement Handbook and Guidelines and Procurement Implementation Manual.

The CPIU-IFAD will recruit a full-time national procurement consultant, with a University degree in procurement / economics / finance / law / business administration / public administration.

Duties and Responsibilities

- Follow up on all procurement schedules and plans as requested by the procurement specialist;
- Support the updating of the monthly progress report and register;
- Revise technical specifications and Terms of Reference, ensuring their compliance with the CPIU-IFAD requirements;
- Attend meetings with or on behalf of the procurement specialist with all project related parties. Write minutes of meetings, archive attendance requirements and requests, and follow up on them with the procurement specialist;
- Draft, under the supervision of Procurement Specialist, evaluation reports for recruitment of consultants and the purchase of Goods/Services/Works;
- Maintain a computerized Archive Register showing all project related correspondence, as well as all other actions and procurement records;
- Maintain records on internal memos and correspondence related to the project procurements;
- Maintain procurement and contract records;
- Prepare announcements for publishment in magazines / newspapers, specialized informational web pages, and on the official CPIU IFAD web page and update them as necessary. Register and archive the information after publication.
- Retrieve information from Financial Specialist enabling coordination between procurement planning and financial expenditures;
- Apply tools for market research to support procurement decision making;
- Undertake archiving of procurement files and update the weekly electronic report for all procurement documentation and deliverables;
- Undertake all other project related activities as instructed by the procurement specialist;
- Introduction of procurement information in IFAD software.

Minimum eligibility criteria:

1. MSc degree in which a University degree in procurement / economics / finance / law / business administration / public administration or other specializations related to the field of assignment;
2. Minimum 3 years of professional experience in procurement;
3. Minimum 1 year of work experience in procurement based on internationally Procurement Guidelines (WB, IFAD, UNDP, EIB, etc).

Knowledge & Experience:

- Minimum 5 years of professional experience in economics, management, finance, monitoring, or in other fields related to the position for which is competing;
- Demonstrated ability to work in a team-based environment;
- Demonstrated analytical and problem-solving skills;
- Ability to interact and communicate effectively with senior government staff;
- Excellent knowledge and practical experience using computer software (Word, Excel, PowerPoint, and Project) and Very good document drafting and writing abilities, including in the presentation of analysis or research;
- Works collaboratively with colleagues to achieve organizational goals;
- Ability to build strong client relations;
- Identifies priority activities and assignments; adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Monitors and adjusts plans and actions as necessary;
- Excellent written and verbal communication skills;
- Fluent in Romanian and Russian; fluency in English is a plus.
- Good communication skills, including in workshop and facilitation settings.

Selection Criteria

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The key criteria for evaluation for short-listing are the following:

1. General qualification - 30 points:
 - Education degree: PhD, MSc, in the field of specialization;
 - Graduation of specific international training courses in the last 2 years
2. Specific previous experience in the field for vacant position – 50 points:
 - Total professional experience in the field of specialization
 - Professional experience in the field related to this position;
 - Experience in international funded project implementation,
3. Language skills -10 points:
 - Fluency in English, Romanian, Russian
4. Computer management skills, soft applications – 10 points

Consultant will be selected in accordance with the Selection-based on consultants' qualifications (CQS) method. Assessment of the candidates will be conducted against evaluation criteria, based on information provided in the application documents. Only shortlisted candidates will be invited to submit Technical and Financial offers.

The finalist will be offered a fixed-term employment contract based on 40-hour weekly work programme and concluded in line with national labor legislation.

Assessment of the candidates will be conducted against evaluation criteria set in this ToR, based on information provided in the application documents. Interested candidates shall submit information on their credentials to perform the services, including descriptions of similar assignments, experience in similar conditions, availability of appropriate skills, qualifications and other relevant information.

Consolidated Programme Implementation Unit (CPIU-IFAD)

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