



***CPIU IFAD***

**Terms of Reference for  
Consulting Services**

for

***Procurement consultant***

Ref No: ***50/21 PRR***

**Submission date: 18.08.2021**



# Foreword

These terms of reference have been prepared by *CPIU IFAD* and are based on the 1<sup>st</sup> edition of the IFAD-issued standard procurement documents template for terms of reference available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement) This document is to be used for the procurement of services in projects financed by IFAD.

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**Terms of Reference (TOR)**  
**The Rural Resilience Project**  
**Procurement consultant**

**1. Client**

The client for this assignment is The Consolidated Programme Implementation Unit (CPIU) which is responsible for day-to-day management and implementation of the Rural Resilience Project (RRP) which has established a robust and well-recognised track record of competent and diligent programme management of IFAD's previous and ongoing projects.

**2. Country background**

Moldova is a small lower-middle-income economy. Although it is among the poorest countries in Europe, it has made significant progress in reducing poverty and promoting inclusive growth since the early 2000s. Poverty in Moldova dropped from 28 percent in 2010 to 13 percent by 2018. The reduction in poverty, however, stalled in 2019 and has potentially reversed in 2020 following the COVID-19 pandemic. Moldova is exposed to an array of natural hazards, and their impact disproportionately affects the poor.

**3. Background on project**

The Rural Resilience Project (RRP), the seventh IFAD programme in Moldova (IFAD VII), was designed to be implemented during 72 months period, starting from 14<sup>th</sup> of August 2017 and completing 30<sup>th</sup> September 2023. The RRP is joint GoM and IFAD response to the significant challenges facing the rural poor. It also attempts to size the transformative opportunities available at this critical juncture in Moldova's story.

**4. Background of the assignment**

The Procurement Consultant is overall accountable for the management of the flow of procurement processes during implementation of the Rural Resilience Project. The primary function of the Procurement Consultant is to ensure that all procurement transactions are implemented in accordance with the procurement regulations issued by the IFAD and with CPIU IFAD bylaws, including maintaining complete and accurate records of all procurement activities in accordance with IFAD and Moldavian legislation requirements.

The Procurement Consultant works on a full-time basis under the supervision of the Senior procurement specialist or nominated Supervisor (according to the CPIU IFAD Organigram) and manages the procurement activities for RRP Project.

He/she serves as the primary liaison between CPIU IFAD and potential competitors on the market for all procurement activities and facilitates the smooth interplay between all elements of the procurement process. A key aspect of this function involves synchronizing the substance and process elements of procurement activities.

**5. Overall objectives**

The overall goal of the RRP is to improve the well-being of Moldova's rural population and reduce poverty. The underlying project development objective is to strengthen the resilience and improve economic opportunities for the rural poor. This will be achieved by making farms more

competitive and helping agribusinesses adopt climate-smart technologies. The RRP targets Moldova's structural issues in agriculture, notably poverty and migration, food and nutritional security, climate vulnerability, as well as lack of competitiveness. It will have targeting mechanisms to ensure broad inclusion in RRP activities, strengthening inclusion mechanisms to benefit more rural poor households, including vulnerable groups and woman-headed households.

## **6. Objectives of the assignment**

The objective of this assignment is to contract an individual consultant to manage project procurement and contracts upholding the procurement principles and objectives highlighted in the relevant Financing Agreement(s) as well as IFAD Procurement Guidelines, Handbook, Policies, etc. Procurement consultant will work in close collaboration with respective technical specialists of CPIU, Procurement Committees, other specialists etc. with the purpose to prepare and manage procurement of goods, works, consultant and non-consultant services under key components with ensuring the strict adherence to the procurement rules and procedures of the IFAD Procurement Handbook and Guidelines.

## **7. Scope of work**

The Procurement Consultant shall undertake the following tasks:

- 7.1 Ensuring compliance with applicable IFAD procurement procedures and internal regulations: Procurement Handbook, Procurement Guidelines and Project Implementation Manual/ Procurement Section, including Responsibility Assignment Matrix;
- 7.2 Undertake all necessary measures for strategic planning, executing and accelerating procurement processes;
- 7.3 Offer procurement related support to CPIU departments who develop the technical specifications and TORs; Review specifications and TORs to ensure their objectivity, clarity, fitness for purpose, etc.;
- 7.4 Draft tender documentation in accordance with the standard IFAD templates <https://www.ifad.org/en/-/document/complete-list-of-standard-procurement-documents-templates> ;
- 7.5 Prepare and issue procurement notices mandated by the procurement procedures;
- 7.6 Respond to requests for clarifications, issue and amend procurement documents when found necessary;
- 7.7 Arrange for and properly record the proceedings of the pre-bid meetings;
- 7.8 Arrange for and properly record the proceedings of public tender openings, prepare and submit minutes of openings to the IFAD for Prior review tenders;
- 7.9 Request IFAD No objections, according to the steps and requirements provided in the NOTUS operating system and/or request IFAD No objection by email, as appropriate;
- 7.10 Filling out of the Register of Contracts in accordance with the functional responsibilities established in the operational system IFAD - ICP Contract Monitoring Tools;
- 7.11 Provide procurement related advice at the Evaluation Committee meetings;
- 7.12 Prepare evaluation reports in the format required by the IFAD;
- 7.13 Arrange and participate in contract negotiations and record the agreements reached;
- 7.14 Prepare announcements on contract awards and information for the winning bidders/consultants (legal entities or individual consultants);
- 7.15 Participate in contract finalization discussions with the selected bidders/consultants (legal entities or individual consultants);

- 7.16 Prepare contracts to be signed by the parties in accordance with the procurement documentation, Handbook and Guidelines. Ensure receipt of signed contracts and contract guarantees;
- 7.17 Monitor contract implementation related to procurement of works, goods and services in line with RRP Procurement Plan and in close collaboration with the appointed responsible – Component Manager;
- 7.18 Offer relevant support to contract implementation while invoicing for the achieved deliverables and coordinate the information with the Financial Department;
- 7.19 Handle the contractual management of changes, extensions, application of damages, approval of outputs, termination, etc.;
- 7.20 Prepare information about the contracted and disbursed amounts, in accordance with the existent financial data and the RRP Procurement Plan;
- 7.21 Maintain project's procurement records and files according to the PIM;
- 7.22 Provide support in preparation of procurement reports to be submitted to the IFAD;
- 7.23 Provide inputs for the RRP progress reports;
- 7.24 Make necessary arrangements for the business travels of the CPIU staff and external consultants, if necessary (reservation of air tickets, hotels and other necessary logistical arrangements);
- 7.25 Provide assistance in the development and update of the RRP Procurement Plans to support and complement project implementation;
- 7.26 Perform any other duties related to the held position assigned by the RRP management;
- 7.27 Compliance with the procurement principles according to the provisions of the IFAD Procurement Manual and the IFAD anti-corruption, anti-harassment and anti-money laundering policies;
  - 7.27.1 maintaining and enhancing the reputation of the borrower/recipient country as appropriate;
  - 7.27.2 maintaining the highest standards of honesty and integrity in all professional relationships; practicing and promoting the highest standards of professional ethics;
  - 7.27.3 maximizing the use of IFAD funds and other ongoing project funds in accordance with available resources and the purposes for which they were provided to the borrowed / recipient country;
  - 7.27.4 the provision of truthful and accurate information which is not intended to mislead in the performance of the duties of the office;
- 7.28 compliance with both the terms and the spirit:
  - 7.28.1.1 financing agreement, IFAD Guidelines, Handbook and Policies
  - 7.28.1.2 laws and regulations of the borrower;
  - 7.28.1.3 professional ethics;
  - 7.28.1.4 contractual obligations;
- 7.29 declare any actual, perceived or potential personal interest that might affect, or reasonably be perceived by others to affect, impartiality in any matter relevant to their duties (conflict of interest). In such a situation, the respective official should not participate in the procurement process in any way to avoid adverse measures, including the declaration of mis procurement;
- 8 Carrying out market studies in order to optimize the stages of the procurement procedures through which it is necessary to deliver the works, goods or services to the unit.
- 8.1 respect the confidentiality of information obtained in the course of duty and not use such information for personal gain or for the unfair benefit of any bidder, supplier or contractor.

## 8. Capacity building and transfer of knowledge

The Procurement Consultant shall strive to build organizational knowledge and exchange lessons with colleagues through formal and informal mechanisms set by management.

## 9. Reports and schedule of deliverables

N/A

## 10. Consultant's qualifications and experience:

The criteria for shortlisting are the following:

Criterion	Weight
1. General qualifications:	
<ul style="list-style-type: none"><li>A minimum of a first university degree in procurement, engineering, economics, finance, law, business administration, public administration, or another relevant field</li></ul>	10
<ul style="list-style-type: none"><li>Participation in specialized procurement international training courses in the last 5 years is advantageous</li></ul>	5
2. Specific previous experience in the field for vacant position:	
<ul style="list-style-type: none"><li>At least 5 years of professional experience in procurement or donor-funded project implementation covering works, goods, non-consulting and/or consulting services</li></ul>	20
<ul style="list-style-type: none"><li>At least 3 years of experience in international funded project procurement in all categories of procurement is an advantage</li></ul>	10
<ul style="list-style-type: none"><li>Experience in research, training, education, consultancy in procurement fields is advantageous</li></ul>	5
3. Language skills: Fluency in English and Romanian and good in Russian	5
4. Excellent Computer management skills especially in the use of office productivity tools	5
5. Competencies (through Interview for candidates that score at least 42 points on the above criteria 1 to 4):	
<ul style="list-style-type: none"><li>Technical knowledge as evaluated by technical questions on procurement knowledge, skills and/or competencies<sup>1</sup></li></ul>	15
<ul style="list-style-type: none"><li>Excellent communication and coordination skills with stakeholders and excellent negotiation skills</li></ul>	5
<ul style="list-style-type: none"><li>Highest standards of professionalism and integrity</li></ul>	10
<ul style="list-style-type: none"><li>Excellent problem solving and analytical skills using creativity and innovation</li></ul>	5
<ul style="list-style-type: none"><li>Excellent planning and organizational abilities, attention to detail, and ability to work and perform under pressure</li></ul>	5
TOTAL	100

<sup>1</sup> Sound understanding of principles, knowledge, skills and competencies underlying good procurement policies, practices and guidelines (covering all stages of procurement from needs identification to delivery and handing over).

Consultant will be selected in accordance with the Individual Consultant Selection procedure (ICS) as per IFAD Procurement Handbook (2020). The top ranked consultant will be invited in due course to submit a technical and financial proposal that will be evaluated and negotiated. The passing score for shortlisting is 70%.

**11. Location and period of execution**

The Procurement Consultant will be offered a fixed-term employment contract based on 40-hour weekly work programme at the Consolidated Unit for the Implementation of the IFAD Programs headquartered located in Chisinau city, Stefan cel Mare boulevard no. 162.

The Consultant will undergo an internal evaluation of performance using an individual standard Performance Evaluation Form that will be completed and updated by the Consultant, discussed with and approved by CPIU management at the end of the trial period (3 months) and every 12 months thereafter. Negative performance evaluation documented in the individual Performance Evaluation Form may lead to contract termination earlier than the period of contract duration.

**12. Project coordination**

The Procurement consultant will report to the Senior Procurement Specialist and work in close cooperation with the CPIU involved departments.

**13. Services and facilities to be provided by client**

The CPIU IFAD will provide working space, office equipment and communication facilities (including access to the Internet), as well as any other necessary means and support for consultant in order to carry out this assignment. The Client either directly or through IFAD avails the opportunity for continuous professional development through training.

**14. Services and facilities to be provided by the consultant**

The consultant will need to provide for own transportation and personal communication tool.

For the consultant will be set a three-month probation period, which will start from the date of contract signing.