



***CPIU IFAD***

# **Terms of Reference for Consulting Services**

for

***Procurement assistant***

Ref No: ***03/22 PRR***

**Submission date: 18.01.2022**



# 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 Assistant**

**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 primary role of the Procurement Assistant is to provide the needed support for all procurement related activities that are implemented by CPIU IFAD. The Procurement Assistant works on a full-time basis under the direct supervision of the CPIU IFAD Senior Procurement Specialist (SPS). The Project Procurement Assistant will be reporting to the SPS.

**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 assist project procurement and exercise full compliance with IFAD financial, procurement and administrative rules, regulations, policies as well as implementation of the effective internal control systems.

Under the overall guidance and supervising of the Senior Procurement Specialist, the Procurement Assistant supports the execution of transparent and efficient procurement services and processes consistent with IFAD procurement rules and regulations. She/he also works in collaboration with programme and operations staff to successfully deliver procurement services.

## **7. Scope of work**

Procurement Assistant provides support to the execution of transparent and efficient procurement services and processes consistent with IFAD procurement rules and regulations. She/he also works in collaboration with programme and operations staff to successfully deliver procurement services.

The consultant is expected to exercise full compliance with IFAD financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

### ***The Procurement Assistant shall undertake the following tasks:***

- 7.1 Ensures full compliance of procurement activities with applicable IFAD procurement procedures and internal regulations: Procurement Handbook, Procurement Guidelines and Procurement Implementation Manual;
- 7.2 Provides support to the procurement of goods, works and services ensuring full compliance with IFAD procurement rules and procedures in accordance with the CPIU IFAD Annual Work Plan and Budget and Procurement Plans;
- 7.3 Assists in preparation of and distributes Requests for Expression of Interest (REOI), Requests for Quotation (RFQ), Invitations to Bid (ITB), Requests for Proposal (RFP) and Request for Bid (RFB) in accordance with the IFAD procurement templates <https://www.ifad.org/en/-/document/complete-list-of-standard-procurement-documents-templates>;
- 7.4 Makes analysis of the quotations and price comparison to determine the best value offers, prepares evaluation reports. Assists in preparation of other documents related to procurement procedures including, but not limited to clarification notes, declarations of impartiality and confidentiality forms, bid opening board minutes, sole-source justifications, draft evaluation reports and negotiation minutes, self-declaration drafts, vendor assessment forms, etc;
- 7.5 Provides supports to organize opening, evaluation and negotiation panel meetings; preparing evaluation reports drafts and submission to procurement review committees, as required;
- 7.6 Drafts contracts/agreements with vendors after careful and extensive preparatory work in close consultation with the Senior Procurement Specialist and Legal consultant. Makes necessary records and documentation to properly keep and maintain procurement files; Contribution to development and use of automated filing system;
- 7.7 Provides support to the implementation and maintenance of an efficient system of administration and monitoring the contracts, so that appropriate administrative activities can be taken when required (amendments, renewal, penalties, execution of guarantees, etc.);
- 7.8 Responds to requests for clarifications, issue and amend procurement documents when found necessary. Prepare and issue procurement notices, notification, letters and others support informational documentation for the bidders and/or consultants;
- 7.9 Makes necessary arrangements for the business trips of the CPIU staff and external consultants, if necessary (reservation of air tickets, hotels and other necessary logistical arrangements);

- 7.10 Provides assistance in the development and update of the Procurement Plans to support and complement project implementation;
- 7.11 Ensures compliance with the procurement principles according to the provisions of the IFAD Procurement Handbook, Guidelines and the IFAD anti-corruption, anti-harassment and anti-money laundering policies;
- 7.12 Participates in market comparative analysis, identifies potential suppliers and verifies their reliability in accordance with IFAD standards. Maintains vendors' registration database ensuring all entries are properly documented and filed.

**8. Capacity building and transfer of knowledge**

The Procurement Assistant 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:**

**Minimum skills and requirements:**

- Minimum 3 years of experience in administrative work, accounting/finance, economics, procurement, or other relevant in a national or international organization is required.
- At least 2 years of professional experience in donor-funded projects covering rural development, agriculture, economics or finance sector or similar
- Candidates must have critical thinking and analytical skills using creativity and innovation, excellent problem-solving abilities, excellent planning and organizational abilities, attention to detail, and ability to work and perform under pressure.
- Candidates must be proficient in basic Microsoft Office (including Word, Excel, PowerPoint, and Access) or equivalent and possess professional-level skills in both oral and written communication.
- Previous procurement experience is a plus, but not a requirement.

**The criteria for shortlisting are the following:**

Criterion	Weight
<b>1. General qualifications:</b>	<b>30</b>
<ul style="list-style-type: none"> <li>• Minimum 3 years of experience in administrative work, accounting/finance, economics, procurement, or other relevant in a national or international organization is required</li> </ul>	23
<ul style="list-style-type: none"> <li>• Participation in specialized procurement national or international training courses is an asset</li> </ul>	7
<b>2. Specific previous experience in the field for vacant position:</b>	<b>30</b>
<ul style="list-style-type: none"> <li>• At least 2 years of professional experience in donor-funded projects covering rural development, agriculture, economics or finance sector or similar</li> </ul>	23

<ul style="list-style-type: none"> <li>At least 1 year of experience in international funded project procurement in one or more categories of procurement is an advantage</li> </ul>	7
<b>3. Competencies (through Interview for candidates that score at least 42 points on the above criteria 1 to 4):</b>	<b>40</b>
<ul style="list-style-type: none"> <li>Language skills: Fluency in Romanian. English and Russian is an advantage</li> </ul>	10
<ul style="list-style-type: none"> <li>Excellent Computer management skills especially in the use of office productivity tools</li> </ul>	10
<ul style="list-style-type: none"> <li>Excellent problem solving, critical thinking and analytical skills using creativity and innovation</li> </ul>	10
<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>	10
<b>TOTAL</b>	<b>100</b>

Consultant will be selected in accordance with the Individual Consultant Selection procedure (ICS) as per IFAD Procurement Handbook. 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 Assistant 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 Assistant 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.