



Terms of Reference for Consulting Services

for

Procurement Specialist

Ref No: 22/23 PRR

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Foreword

These terms of reference have been prepared by *CPIU IFAD* and are based on the 1st edition of the IFAD-issued standard procurement documents template for terms of reference available at 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) **Procurement specialist**

1. Client

The client for this assignment is the Consolidated IFAD Programme Implementation Unit (CPIU IFAD) which is responsible for day-to-day management and implementation of two ongoing projects: Rural Resilience Project (RRP) and Talent Retention for Rural Transformation (TRTP) 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. Agriculture is a central pillar of the Moldovan national economy and the main source of livelihood in rural areas. The last years are marked by drought, which highlighted another major vulnerability of the country - increased exposure to climate shocks. Climate change and its consequences on agriculture and forestry in Moldova are the key topics discussed at Government level.

3. Background on projects

The Rural Resilience Project (RRP), the seventh IFAD programme in Moldova (IFAD VII), financed by IFAD and ASAP, and local contribution, was designed to be implemented during 72 months period, starting from 14th of August 2017 and completing 30th September 2023. ASAP Grant completion date extended - 31/03/2024.

Talent Retention for Rural Transformation Project (TRTP), the eighth programme in Moldova (IFAD VIII), financed by IFAD and Adaptation Fund (AF), and local contribution, was designed to be implemented during 81 months period, starting from 1th of July 2020 and completing 30th March 2027. The RRP and TRTP are joint GoM and IFAD response to the significant challenges facing the rural poor and strengthening resilience to climate change, increasing competitiveness and economic opportunities for small farmers in rural areas.

4. Background of the assignment

The Procurement specialist is overall accountable for the management of the flow of procurement processes during implementation of the RRP. The primary function of the Procurement Specialist 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 Specialist works on a full-time basis under the supervision of the nominated Supervisor (according to the CPIU IFAD Organigram) and manages the procurement activities under RRP.

The consultant will serve 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. Objectives of the assignment

The objective of this assignment is to contract a procurement Specialist (individual consultant) to manage 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 specialist 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.

6. Scope of work

The Procurement Specialist shall undertake the following tasks:

- 6.1 Ensuring full compliance of procurement activities with applicable IFAD procurement procedures and internal regulations: Procurement Handbook, Procurement Guidelines and Project Implementation Manual/ Procurement Section, including Responsibility Assignment Matrix;
- 6.2 Organize and supervise the process of procurement of goods, works and services in full for the project.
- 6.3 Elaboration and maintenance of the Procurement Plan, in strict accordance with the Annual Work and Budget Plan and its coordination with the heads of the departments and the procurement manager until approval
- 6.4 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;
- 6.5 Draft tender *documentation (ICB Goods / Works, NCB Goods / Works, REOI, LEOI templates, RFQ Goods / Works, RFP for individuals / firms, Short-listing reports, evaluation reports, debriefing reports, negotiation reports, General Procurement Notice, NOITA, Advertisements, Self-certification forms, Letters of acceptance, NCB procurement notices, contract drafts and amendments, email correspondence with all bidders, other involved parties)* in compliance with the procurement rules, ethical norms and prudence in official correspondence, in accordance with the standard IFAD templates <https://www.ifad.org/en/-/document/complete-list-of-standard-procurement-documents-templates> ;
- 6.6 Ensuring the intensive dissemination of tender notices for the procurement of goods, works and services started within the Unit;
- 6.7 Issuing the documentation relevant to the tenders and providing information assistance to potential bidders at the pre-tender sessions and / or providing written answers to the requests for clarification in accordance with the procurement rules;
- 6.8 Participation as secretary / supervisor in the Commissions for opening tenders;
- 6.9 Organizing and holding the meetings of the Commission for Evaluation and Selection of Tenders at all stages that require the approval of the working group: pre-qualification / short-list, technical evaluation, financial evaluation, combined evaluation / negotiation;

- 6.10 Evaluation of tenders according to the pre-established qualification and evaluation criteria within the Terms of Reference and supervision of the impartiality of the evaluation process;
- 6.11 Request IFAD No objections in accordance with the procurement rules, according to the steps and requirements provided in the NOTUS operating system and / or request IFAD No objection by email, as appropriate;
- 6.12 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;
- 6.13 Filling out of the Register of Contracts in accordance with the functional responsibilities established in the operational system IFAD - ICP Contract Monitoring Tools;
- 6.14 Supervising the implementation of contracts in accordance with the job responsibilities provided in the Responsibility Assignment Matrix;
- 6.15 Ensure 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;
 - a. maintaining and enhancing the reputation of the borrower/recipient country by as appropriate;
 - b. 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;
 - c. 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.
- 6.16 Providing the necessary and sufficient information regarding the Unit's procurements on the official website www.ucipifad.md/achiziții or in other relevant information sources, as well as keeping it up to date;
- 6.17 Maintaining the register of Procurement Minutes, the Register of Auctions, the Register of contracts or other relevant information related to the records of the procurement process;
- 6.18 Elaboration and regular presentation of the ordinary reports on procurements to the IFAD VIII Project of the Unit;
- 6.19 Supervising the performance of activities in which the specialist is targeted in compliance with all legal norms of health and safety at work, fire prevention and extinguishing;
- 6.20 Performing other activities and responsibilities related to the field of procurement within the Unit at the request of the Director of the Unit
- 6.21 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.

7. Capacity building and transfer of knowledge

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

8. Reports and schedule of deliverables

N/A

9. Specialist's qualifications and experience:

The criteria for shortlisting are the following:

Criterion	Weight
1. General qualifications:	[15]
Higher education in Economics, and/or public administration, or another relevant field (<i>specialization in procurement- will be considered as an advantage</i>)	10
Participation in specialized procurement international training courses in the last 5 years will be considered as an advantage.	5
2. Specific previous experience in the field for vacant position:	[30]
At least 1 year of professional experience in procurement covering works, goods, non-consulting and/or consulting services.	15
Experience in all categories of procurement in international funded project	10
Experience in training, education, consultancy in procurement fields will be considered as an advantage	5
3. Competencies (<i>through Interview for candidates that score at least 32 points (70%) on the above criteria 1 to 2</i>):	[55]
Planning and organizational abilities, analytical skills and attention to detail, resistant to stress, adapted to changing work tasks, problem solving.	15
Communication and coordination skills with stakeholders and negotiation skills	10
Competency technical test (<i>knowledge, skills and/or competencies¹ in procurement</i>)	15
Computer management skills: <i>competent operation of Word, Excel, Outlook, PowerPoint.</i>	10
Language skills: Fluency in Romanian and good command of written and spoken English. Knowledge of Russian.	5
TOTAL	100

The Procurement Specialist will be selected in accordance with the Individual Consultant Selection procedure (ICS) as per IFAD Procurement Handbook that can be accessed via the IFAD website at <https://www.ifad.org/documents>. The top ranked candidate will be invited in due course to

¹ 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).

submit a technical and financial proposal that will be evaluated and negotiated. The passing score for shortlisting is 70 points.

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. The expected start of the assignment is April – May 2023. The end of the contract is March 31st, 2024 (corresponding to project closing date).

12. Project coordination

The Procurement specialist will work under supervision on nominated supervisor and in close cooperation with the CPIU components coordinators.

13. Services and facilities to be provided by client

The CPIU IFAD will provide working space, office equipment and communication facilities (computer, xerox, printer, fax, scanner, Internet connection, etc.), as well as any other necessary means and support for specialist 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 specialist

The consultant will need to provide for own transportation (to and from office) and personal communication tool.