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| Logo Guvern | **MINISTERUL AGRICULTURII, DEZVOLTĂRII REGIONALE ŞI MEDIULUI AL REPUBLICII MOLDOVA** | **MINISTRY OF AGRICULTURE, REGIONAL DEVELOPMENT AND ENVIRONMENT OF THE**  **REPUBLICC OF MOLDOVA** |  |
| UNITATEA CONSOLIDATĂ PENTRU IMPLEMENTAREA PROGRAMELOR IFAD  THE CONSOLIDATED PROGRAMMES IMPLEMENTATION UNIT (CPIU-IFAD) | |

**Terms of Reference**

**for the consulting services as Procurement Consultant**

**(10 months)**

1. **Background**

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 IFAD ongoing project” 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.

Republic of Moldova and International Fund for Agriculture Development (IFAD) signed Financing Agreements for implementation of Talent Retention for Rural Transformation Project.

Talent Retention for Rural Transformation Project (TRTP) was launched in 2021 with an implementation period of 6 years. The project aims to stimulate large-scale rural economic growth and reduce poverty through complementary investments; to enable the rural poor, especially young people, women and small farmers, to increase their productive capacity, resilience to economic, environmental and climate risks and ensure their access to markets.

The CPIU intend to contract a local consultant for the day-to-day oversight and procurement management, which include implementation of projects procurement activities in accordance with IFAD Guidelines. The duration of the assignment will be 3 weeks. It is expected that the consultant’s

Under the direct supervision of the CPIU director, the Procurement Specialist (consultant) will primarily be responsible for the management of all procurement and contracting activities implemented by CPIU with in the TRTP project in compliance with IFAD procurement rules and regulations. He/she will be responsible for management of the CPIU procurement activities, effective delivery of procurement services in order to obtain the best value for money, provides solutions to a wide spectrum of complex issues related to procurement, promoting a collaborative, client-focused, quality and results-oriented approach in the CPIU.

1. **Specific Tasks and Responsibilities:**
2. Analysis and adaptation of the single contract monitoring system.
3. Assist technical teams of CPIU-IFAD with development of generic and policy compliant TORs and specifications as relevant.
4. Conforming to IFAD Procurement Handbook and Guidelines, cause preparation and issuance of various documents required at different stages of procurement cycle e.g. EOIs, ITBs, RFPs, RFQs bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making.
5. Prepare and review not only the administrative/commercial parts of the procurement documents, but also support/review the preparation of the technical specifications, BOQs, TORs, etc. of the bidding documents/RFPs and ensure the consistency of these sections with the other sections of the bidding documents/RFPs and make necessary recommendations for changes/or make the changes where required and review the completeness of the documents before submission of the document to the IFAD for “No objection”.
6. To maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the program.
7. To organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (iv) provide other necessary technical supports to facilitate the procurements.
8. To address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant CPIU-IFAD specialist.
9. To monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining CMT, Tender Roster, Minutes Roster, No objection system (OPEN).
10. To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
11. To act as key liaison person in coordinating capacity building initiatives internally and the community level. Participate in technical meetings and provide recommendations to improve the project implementation in terms of procurement based on capacity development needs; with regard to the procurement of the services, goods and civil works.
12. Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents is efficiently filed and provide complete track of procurement cycle.
13. Facilitate a technical dialogue between CPIU-IFAD, Consultant/s; with a view to achieve closure on divergent interpretation of contractual clauses and assist the CPIU-IFAD in finalization of contract negotiations when necessary.
14. Act as a focal person on behalf of CPIU-IFAD for contract administration issues that may accrue liabilities for the project.
15. Support CPIU-IFAD in checking the quality of procured items upon provision by Service Providers, and, if not satisfied, ensure taking action to get the equipment replaced with the equipment or materials in compliance with the specifications stated in the proposals.
16. Develop the procurement contracts and monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned timetable.
17. Provide technical leadership for a first stage resolution in case of any dispute that CPIU-IFAD may have with Consultant/s on any certification, determination, instruction, opinion or valuation related to the contract(s).
18. Represent / support CPIU-IFAD during statutory and internal audits including audits and reviews by Donors.
19. Lead coordination with all other individual consultants.
20. Support preparation of end of proceedings report for CPIU-IFAD after every claim incident. Such report(s) shall be drafted professionally and would facilitate any audit or other reviews.
21. Provide support in litigations.
22. Any other relevant task assigned by the Project Director.
23. **Qualifications and Experience:**

**The candidate should at least have:**

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| **Criterion** | **Weight** |
| **1. General qualifications:** | **25** |
| * First university degree in Economics, public administration, Law, business, engineering or another relevant field * A graduate degree (Master’s in a domain relevant to the assignment) is an advantage * Specialization in procurement- will be considered as an advantage. | 10  5  5 |
| * Participation in specialized procurement-related 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. | 25 |
| * Experience in managing project or procurement related data using software tools is an advantage. | 5 |
| **3. Competencies (*through Interview for candidates that score at least 35 points on the above criteria 1 to 2)*:** | **45** |
| * 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 |
| * Computer management skills: *competent operation of Word, Excel, Outlook, PowerPoint.* | 10 |
| * Language skills: Fluency in Romanian and good command of written and spoken English. Knowledge of Russian | 10 |
| TOTAL | 100 |

The passing score for shortlisting is 70 points

1. **Contract Duration**

The consultant is expected to execute the services over a period of 10 months (ten months).

1. **Reporting Obligations:**

The Consultant will report to Project Director.

1. **Selection method**

A consultant will be selected in accordance with the individual consultant selection (ICS) method set out in IFAD’ Project Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement) Interviews will be conducted as part of the selection process.