



CPIU IFAD

**Terms of Reference for
Consulting Services**

for

Procurement technical operator

Ref No: ***06/22 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)
The Rural Resilience Project
Procurement technical operator

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 14th of August 2017 and completing 30th 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 technical operator is to provide the needed support for all procurement related activities that are implemented by CPIU IFAD. The Procurement technical operator works on a full-time basis under the direct supervision of the CPIU IFAD Senior Procurement Specialist (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 CPIU IFAD intend to contract a Procurement technical operator who will facilitate the efficient and effective procurements evidence of the unit. She/he will administer and assist in procurement and contract evidence and monitoring system to ensure efficient and effective use of project

resources for the purposes intended. She/he will ensure compliance with the IFAD procurement procedures, guidelines and rules. She/he will be responsible for smooth functioning of the Contract Monitoring Tools as well as assuring linkages with the suppliers.

7. Scope of work

Procurement technical operator provides support in implementing the Procurement Plan and monitoring of procurement processes for project financing and managing contract's and other procurement database consistent with IFAD rules and regulations.

She/he will work under the guidance of the Senior Procurement Specialist (SPS) and seek and receive policy guidance/ instructions and support from SPS on their respective areas of responsibilities. She/he will work closely with Project Component Coordinators to ensure timely delivery of the contract activities. The Procurement technical operator will report to the SPS.

The Procurement technical operator shall undertake the following tasks:

- 7.1 Maintain records of all tenders provided by the CPIU IFAD for all procurement categories and components;
- 7.2 Complete records of Request for Expression of Interest (REOI), Requests for Proposals (RFP), Request for Quotation (RFQ), Request for Bids (RFB), Invitation to Bid (ITB) and ensure their transmission as appropriate;
- 7.3 Keep an up to date and accurate register of all NOTUS Dossiers for grants, including call for proposals;
- 7.4 Maintain contract records, after obtaining no-objection if it is required, and ensure their signatures by persons qualified to do so;
- 7.5 Records and maintain updated on a permanent base Project Procurement Contract Monitoring Tools system;
- 7.6 Records Bid and Performance Security and monitor their release or extension as appropriate;
- 7.7 Permanent updating of database of providers and ensure the update that will allow donor to measure the level of project performance in terms of procurement;
- 7.8 Manage updates and further develop databases and records, to ensure information is accurate, organized, and available for others to access, and supports reporting requirements.
- 7.9 Assist with the preparation of advertisements and procurement notices and arrange to have these published both locally and internationally as appropriate.
- 7.10 Assist with the preparation of REOI, RFP, RFQ, RFB, contracts, other Standard Bidding Documents, minutes of bid/proposal conferences, and negotiation meetings; issuing of bidding documents, record and issuing of requests for clarification;
- 7.11 Assist to handle the finalization of contracts between the CPIU IFAD and the selected suppliers and consultants;
- 7.12 Assist in development of contract draft and reviewing contract amendments and obtain the necessary clearances on the amendments.
- 7.13 Liaise with selected suppliers and project stakeholders to ensure timely delivery of goods and services to end-users and payments to suppliers, in accordance with the terms of the contracts;
- 7.14 Assist SPS in committees to receiving supplies, works and services, and records that these goods and services received comply with contract specifications;
- 7.15 Produce periodic reports on the market situation and suppliers' performance;
- 7.16 Assist in dealing with claims and litigation to contracts and procurement;

- 7.17 Prepare responses to correspondence on behalf of the SPS where appropriate;
- 7.18 Organize and maintain the procurement files;
- 7.19 Assist in monitoring compliance with the Time Table of Procurement actions;
- 7.20 Perform other relevant duties as assigned by the Direct Supervisor.

8. Capacity building and transfer of knowledge

The Procurement technical operator 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:	30
<ul style="list-style-type: none"> • Minimum 2 years of experience in administrative work, accounting/finance, economics, procurement, IT, or other relevant in a national or international organization is required 	23
<ul style="list-style-type: none"> • Participation in specialized software training courses is an asset 	7
2. Specific previous experience in the field for vacant position:	30
<ul style="list-style-type: none"> • At least 1 year of professional experience in public or private institution covering rural development, environment, agriculture, economics or finance sector, information technology or similar 	23
<ul style="list-style-type: none"> • At least 1 year of experience with data base systems, experience in handling of web-based management systems is an advantage 	7
3. Competencies (through Interview for candidates that score at least 42 points on the above criteria 1 to 4):	40
<ul style="list-style-type: none"> • Language skills: Fluency in Romanian. English and Russian is an advantage 	10
<ul style="list-style-type: none"> • Experience in working in a computer environment using multiple office software packages; 	10
<ul style="list-style-type: none"> • Ability to manage day-to-day monitoring activities (including but not limited to data bases management, delivery tools, evidence and procedures maintenance) to meet operational needs 	10
<ul style="list-style-type: none"> • Excellent planning and organizational abilities, attention to detail, and ability to work and perform under pressure 	10
TOTAL	100

Procurement technical operator 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 technical operator 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 Procurement technical operator will undergo an internal evaluation of performance using an individual standard Performance Evaluation Form 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 technical operator 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.