

ROAD UPGRADING AND DEVELOPMENT PROJECT

Terms of Reference

Procurement Specialist

1. BACKGROUND

1. The Public Enterprise for State Roads has received approval from the World Bank for restructuring Road Upgrading and Development Project (RUDP) with new end date December 31, 2022. The Project Development Objectives are to improve transport connectivity for road users along Corridor VIII between Skopje and Deve Bair, and to improve asset management and planning of Public Enterprise for State Roads. The new express road shall be constructed in two sections: Lot 1: Construction of section Dlabocica – Catal (yellow line) 16 km and Lot 2: Construction of section Kriva Palanka – Dlabocica (blue line) 9 km. A Bridge Management System shall be developed under RUDP project that shall strengthen the capacity of PESR.

The Procurement Specialist shall follow the approved RUDP Action Plan that may be updated as relevant, to reflect the actual status of project implementation. The Action Plan that will be provided to the Procurement Specialist at the commencement of the assignment.

The Project Operation Manual as updated from time to time is applicable regarding the implementation of RUDP. A dedicated Project Management Team (PMT) is being established consisting of PESR staff (a Project Director, at least three engineering specialists, a Procurement specialist, and an office administrator/translator). The PMT will undertake all roles and tasks required for project administration and implementation.

2. OBJECTIVES

The Procurement Specialist shall have the responsibility for coordination and management of all day-to-day procurement activities needed for project implementation and provide on-the-job training for PMT staff.

3. SPECIFIC DUTIES AND RESPONSIBILITIES,

The Consultant is responsible for:

- Coordinating and managing of day to day procurement activities carried out under the project, as well as for procurement on Project level and shared activities, and ensuring that procurement is carried out in compliance with the procedures agreed with the World Bank;
- Preparing, reviewing, adjusting (where applicable) and monitoring the implementation of the Project Procurement Plan in consultation with the Project Manager;
- Follow the approved Action Plan, assisting in preparation and implementation of the Action Plan in consultation with the Project Manager;
- Ensure timely submission of procurement plan and updates, requiring review and approval by the World Bank;
- Ensuring timely submission of procurement/selection documents for procurement of goods, works, non-consulting and consulting services, in consultation with PMT engineers and different PESR line departments;

- Ensuring that the WB Procurement and Consultant guidelines are followed throughout all procurement stages including ensuring that the required “no objections” are obtained in cases of prior review;
- Providing guidance in bid evaluation to nominated bid evaluation committee members;
- Preparing and updating project Procurement plan, managing procurement procedures, communicating with the Bank’s Team in STEP platform (Systemic Tracking of Exchanges in Procurement);
- Participating in the evaluation of bids as a secretary of the evaluation committee;
- Preparing evaluation reports;
- Participating in contract negotiation and technical discussions and assisting in preparation of contract documents;
- Monitoring the procurement activities against the procurement plan and for coordination of procurement activities and for the follow up of contracts’ execution;
- Liaising with the World Bank procurement staff;
- Contributing to the preparation of the project’s Quarterly Progress Reports in the procurement input;
- Providing procurement guidance in the preparation of draft contract agreements and organizing the contract signing.

4. REPORTING OBLIGATIONS

The Consultant will be a member of the PMT and shall report to the Project Director and/or Project Manager. The Consultant shall produce Procurement packages for procurement of each activity; any other report upon request with respect to the procurement activities under the Project as well as maintain records of all correspondence (Archive) in respect to the procurement issues of RUDP project for the period covered by this Contract.

In addition, the Consultant shall regularly debrief the Project Director and/or Project manager on the progress in respect to the procurement issues under the Project and assist in the preparation of the annual progress reports for reporting to the World Bank.

5. CONSULTANT QUALIFICATIONS

- Bachelors’ Degree in Engineering, Architecture, Law, Economics, Procurement, Supply Chain Management, or its equivalent from a recognized university.
- At least five years of practical experience in procurement management.
- Professional experience in procurement of civil works, goods, consulting services and non-consulting services under WB or any other international organizations guidelines, working experience in WB financed project or other international financed projects is required.
- Sound and good knowledge of Government procurement rules and legal requirements related to procurements in Macedonia is an advantage;
- Proven experience in managing contracts in civil works, supply of goods and consultancy services and procurement planning is an advantage.
- Full computer literacy (MS Office).
- Excellent verbal and writing skills in Macedonian and English.
- Proven teamwork skills.
- Ability to work under pressure and meet deadlines.

6. DURATION OF ASSIGNMENT

The Consultant shall provide part-time services planned for **70** working days. Expected start of the Services is **October, 2021** with a duration until **December 31, 2022**. The Contract may be extended, subject to satisfactory performance of the Consultant and business needs of the Client.