

TERMS OF REFERENCE

PROCUREMENT CONSULTANT

CLEAN AND RESILIENT ENVIRONMENT FOR BLUE SEA (CARE4BLUESEA) - ALBANIA

1. BACKGROUND

The Ministry of Tourism and Environment (MoTE) and the World Bank (WB) have finalized a new investment operation to enhance Albania's mitigation of land-based sources impacting the aquatic environment in specific areas of the South-West Coastal Belt, with the official approval of the "Clean and Resilient Environment for Blue Sea Project" (The Project) on December 1st, 2023. The Project comprises three components:

- Promoting integrated and circular approaches for protecting landscapes and water resources in the Vlora South-Gjirokaster Waste Zone.
- Reducing water pollution in the Vjosa River through targeted interventions in municipal wastewater and stormwater, emphasizing climate resilience.
- Managing project activities, including project management, monitoring, and evaluation, covering financial management, procurement, environmental and social risk management, project audits, and training for relevant teams.

The project is envisioned to have two Implementing Agencies (IAs). The Project Management Team (PMT) at MoTE plays a dual role: overseeing overall project coordination and implementing MoTE's components outlined in the POM. Simultaneously, AKUM will establish a Project Coordination Unit (PCU) to manage the World Bank-funded Program-for-Results on National Water Supply and Sanitation Sector Modernization Program. The PCU takes charge of daily implementation of AKUM's parts, following the POM, while MoTE maintains the overall coordination. MoTE and AKUM, through their project teams, will closely collaborate with four key local partners: (a) National Environment Agency (NEA) for Component 1, (b) Regional Directorate of Water Utilities for Component 2, (c) National Agency for Protected Areas for Component 2, and (d) municipalities for all three components.

The timeline for the project extends from December 1, 2023, to March 29, 2029. This span encompasses the approval date, marking the project's official commencement, to the projected closing date.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to provide support to MoTE/PMT to ensure that the procurement of goods, works and consulting services under the MoTE's part of the Project is conducted in accordance with the World Bank Procurement Regulations.

3. SCOPE OF WORK

Specifically, the **Procurement Officer** is required to:

- Prepare and update of Procurement Plan and ensure timely implementation of procurement packages.
- Prepare and publish procurement notifications (using STEP).
- Assist technical working groups in the preparation of specifications / terms of reference for contracts to be procured under the Program, in accordance with various selection methods specified in the procurement plan.
- Prepare Bidding Documents and Requests for Proposal.
- Prepare all necessary documentation for bid opening, clarifications, amendments, evaluations, and award of contract.
- Assist the concerned technical working groups and evaluation committees in the evaluation of proposal received, on the bases of criteria stipulated in the bidding documents or Request for Proposals.
- Ensure preparation of comprehensive evaluation reports according to the World Bank standard formats and timely transmission of the evaluation reports to the World Bank for review and no objection.
- Prepare draft negotiated contracts.
- Prepare correspondence with bidders/consultants in close coordination with the PMT Coordinator.
- Advertise of contract award as required under applicable World Bank Procurement Regulations.
- Establish and maintain efficient procurement and contracting tracking system (noting important approval dates, awards, contract amounts etc) as well as a proper filing system to ensure quick retrieval of procurement information by the project staff, supervision missions, annual auditors etc.
- Participate in negotiations and provide guidance to negotiations group on topics which may be negotiated.
- Prepare responses to complaints received from bidders/consultants.
- Preparation of contracts in full conformity with the forms approved for the project.
- Ensure general contract administration and prepare contract amendments.
- Follow the contract closure procedures.
- Any other duties requested by the PMT Coordinator within the scope of the Project.

4. EXPECTED DELIVERABLES

- Quarterly and Annual Reports on the activities performed.

5. REPORTING

The Consultant will work as part of the PMT. He / She will report to and work under direction of the PMT Coordinator and will report to him/her. The Consultant will work in close cooperation with AKUM and other relevant stakeholders to ensure that the project is managed efficiently and in compliance with the objectives of the Project Appraisal Document (PAD), Loan Agreement and Project Operational Manual (POM).

6. QUALIFICATION & EXPERIENCE

Education

- A Master's degree or equivalent qualification in economics, engineering, business administration, law or related field.

Experience:

- At least 7 years of overall professional experience
- At least 3 years as a procurement expert/specialist in public sector or projects financed by international development organizations. Previous experience with World Bank procurement rules will be an advantage.

Competences

- Excellent communication and reporting skills in English.
- Fully proficient in the Albanian language (native speaker level).
- Excellent computer skills in particular full proficiency in Microsoft Office.
- Ability to work in a multinational, multicultural environment, and proactive working style.

7. EVALUATION CRITERIA

Applicants that fulfill the qualification requirements will be further evaluated based on the below criteria:

- General Qualification – 30 points
- Adequacy for the assignment – 60 points
- Language – 10 points

8. SELECTION

The service will be selected under the provisions of the World Bank Procurement Regulations for Borrowers under Investment Project Financing” dated July 1, 2016, revised on November 2017, August 2018, November 2020 and September 2023 based on the method of Selection of Individual.

The Consultant will be offered opportunities to develop professionally by attending relevant training events and courses during the term of the assignment.

9. SPECIFICATIONS OF THE ASSIGNMENT

Duration: The duration of the contract is initially for one year with the possibility of extension to six years, subject to the satisfactory performance of the Consultant.

Location: The Monitoring, Evaluation and Communication expert will be assigned to work in the office of the MoTE, Albania.