

**Kosovo Real Estate Cadaster and Geospatial Infrastructure Project (REGIP)
Terms of Reference for**

Procurement Specialist

(Contract Ref number REGIP-KCA-011-CS-INDV)

The Government of Kosovo GoK has received a Credit from the International Development Association (IDA) in the amount of 14.60 million EUR to finance the Real Estate Cadaster & Geospatial Infrastructure Project, expected to be implemented within a five years period. The proposed Project aims to assist the Government of Kosovo to increase the transparency and quality of land administration and geospatial data and services. The Kosovo Cadastral Agency (KCA) is the implementing agency for REGIP project within which a Project Implementation Units (PIU) will be established. The PIU will be staffed with a Head of PIU, Procurement Specialist, Financial Management Specialist, Public Relation and Communication and other technical staff such as GIS/Cadastre expert, IT specialist etc.

The PIU will be responsible for day-to-day Project implementation and for providing specific technical oversight to project activities. The PIU will be responsible for all fiduciary aspects, such as procurement, financial management, monitoring and evaluation, and safeguards under the Project.

The Components of the project are Component A - Policy, Legal and Institutional Support; Component B - Cadastre Modernization; Component C - ICT and Geospatial Infrastructure and Component D - Project Management, Capacity Building, Public Outreach, and Monitoring & Evaluation.

Responsibilities of the Procurement Specialist

The procurement will support the PIU on all procurement aspects of the Project and will be in charge with the following tasks:

Work with the Head of PIU to conduct procurement activities under the project and update Procurement Plan for guiding and supporting purchases made under the project. S/he will provide advice on all procurement related matters, will help drafting bidding documents and requests for proposal (RFP, (including shortlist of firms/consultants), participate and assist the PIU/KCA in the bid evaluation and selection process for consultants and preparation of evaluation report and contract award recommendation, on the draft correspondence with bidders/consultants, draft procurement related correspondence between the PIU and the Bank. S/he will ensure that each procurement activity is carried out in compliance with the credit agreement and in accordance with the World Bank's Procurement Regulations for IPF Borrowers' (the Procurement Regulations), issued in July 2016, and revised November 2017 and August 2018 for the supply of goods, works, and non-consulting and consulting services. The procurement specialist, along with Head of PIU,

will use the online tool STEP (Systematic Tracking of Exchanges in Procurement) for all Project activities.

The main task of the Procurement Specialist will include, but are not limited to:

- Update, elaborate and maintain Procurement Plans in close collaboration with the Head of PIU and CEO of KCA; all project activities agreed with the Bank should be included in the procurement plan through STEP. Assist the PIU on revising/adjustments the Procurement Plan as needed during the life of the project and revise/update information through STEP in this regard. Assist the PIU on maintaining respective procurement records (in hard copy and through STEP), including advertisements, bidding documents, correspondence with the Bank and with bidders, evaluation reports, draft contract/signed contracts, clearances from the Bank, etc.;
- Ensures the procurement of goods, works and services in accordance with the Procurement Plan agreed with the Bank and World Bank Procurement Regulations, for all items financed through the Credit, using standard World Bank documentation and procedures.
- Prepares bidding documentation (bid evaluation criteria, qualifying requirements, contract conditions related to security, warranties, liquidated damages, payment terms, preparation of purchase orders, etc.) and ensures their conformity with project requirements and budgets;
- Thoroughly reviews all bidding documentation prior to submission to the World Bank in a timely fashion for review and no-objection, in accordance with World Bank requirements outlined in the Credit Agreement and in the agreed procurement plan;
- Will work with the PIU and relevant technical experts in the preparation of technical specifications and terms of references for consulting services assignments that will be purchased under the project according to various procurement methods;
- Assists technical staff of PIU/KCA and/or evaluation committees for a given tender, in the evaluation of bids or proposals received, on the basis of criteria stipulated in the bidding documentation;
- Provide assistance or guidance if required by the Head of PIU on the procurement issues. Assist the PIU for preparation of correspondence with bidders/firms, during the bidding process (as necessary) or during the contract implementation. Assist the Head of PIU on addressing any complaints from bidders/consultants; files all related documents in STEP in regard to such complaints;

- Assist the Head of PIU or other technical staff of PIU in charge with contract implementation, to monitor the implementation of activities/contracts; assist the Head of PIU on reviewing Contract performance, including assistance on acceptance of goods (or deliverables/report for consulting services) and on preparing documentation for payments to contractors or consultants;
- In case of issues during contract implementation, assist the Head of PIU and PIU staff on analyzing contract requirements, special provisions, terms of Reference/technical requirements and contributes on resolving the issue;
- Provides working guidance to PIU staff on procurement matters and assist the PIU staff on supervising the results of the project activities in order such activities are achieved according to the work plans and implementation schedule;
- Monitors periodic progress and financial reports of the assignments (consultancy, goods or works contracts) and verifies the invoices and submits them for KCA's final approval, after respective acceptance is issued by respective contract manager assigned to that contract;
- Assist the PIU staff on quality control of the outcome of the contractors work and gives procurement advice and guidance to the KCA's Contractors;
- Assist the Head of PIU to negotiate with the Contractors/consultants on the actions needed for improvement of the work and necessary in order to complete their work in accordance with the terms and conditions of the Contracts;
- When necessary in consultation with Head of PIU and/or KCA staff, adjusts, modifies and changes the Technical Specifications of the Contracts of project activities, through contract amendments;
- Assist the Head of PIU and other PIU staff on contract management; provides hands-on support on procurement aspects of contract management aspects;
- Any other duties required by the CEO of KCA.

Qualifications

The procurement specialist will meet the following requirements:

- Relevant University degree;
- Minimum 10 years general/professional experience and at least 5 years respectively specific experience in procurement for goods, works, technical and consulting

- services associated with the implementation of projects financed by international organizations, preferably by the World Bank;
- Experience with public procurement, including accreditation as per public procurement law;
 - Familiarity with planning and holding tenders for goods, works, technical and consulting (TA) services;
 - Language knowledge: English and Albanian language proficiency/essential; Serbo-Croatian language skills would be an advantage;
 - Computer operation

Period of Performance

The Procurement Specialist will work on full time basis and contract duration is expected to start on September 2021 until the end of the project completion on 31 August 2023. The duration of contract will be subject to satisfactory performance agreed during a formal scheduled evaluation at the end of each year. The remuneration will be paid based on the monthly rate agreed in the contract. Consultant is expected to commence services upon signing of the contract.

Reporting

The procurement specialist will report to the head of PIU and will submit monthly time-sheets to account for the actual days worked during the calendar month.

Selection process

Experienced and qualified individuals will be selected under the provisions of the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers, July 2016, based on open call.