

## **Terms of Reference National Procurement Specialist**

### **1. Background**

The Government of Georgia (GOG) has requested a financing from the Asian Development Bank (ADB) in the form of a loan toward the cost of Road Corridor Investment Program, Tranche 3 (Loan 2843-GEO) through a Multitranche Financing Facility (MFF) to prepare and implement the Road Corridors Development Program (the Program) to rehabilitate, improve or construct several roads in various regions of Georgia. The Program includes (i) the 48.4-km Adjara Bypass around Kobuleti and Batumi, (ii) Batumi-Sarpi, (iii) the detailed design of E60 Khevi-Argveta, (iv) Dzirula-Kharagauli-Moliti-Pona-Chumateleti Secondary Road, and (v) Tbilisi Bypass which will be financed either under the subsequent tranche of the Program or through self-standing loan.

To satisfy the ADB Procurement Guidelines (2015, as amended time to time) and to ensure and increase the efficiency and effectiveness of procurement activities to be implemented, the Roads Department of the Ministry of Regional Development and Infrastructure of Georgia (RDMRDI), the Implementing Agency (IA) of the Program is hiring an independent procurement specialist.

### **2. Scope and Main Responsibilities**

The Procurement Specialist will be responsible for assisting RDMRDI's procurement team in activities related to procurement of goods, works and consultancy services to be implemented according to the ADB Procurement Guidelines (2015, as amended from time to time) and Guidelines on the Use of Consultants (2013, as amended from time to time). In particular, the Procurement Specialist will assist the RDMRDI with carrying out the tasks detailed below, and other tasks as necessary:

- Ensuring that procurement procedures are carried out in accordance with the Procurement Plan and Asian Development Bank Guidelines;
- Preparing the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs) and other solicitation documents whenever required;
- Preparing and amending the bidding documents as needed;
- Contribute to the preparation of Terms of References (TOR);
- In case of procurement actions requiring ADB's "No Objection", coordinating the dispatch of procurement document to ADB, monitoring ADB's response time on issuing "No Objections" at different levels of the procurement process and following up accordingly;
- Monitoring and ensuring timely responses to procurement questions raised by the ADB. For services, following up with the short listed consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise;
- Preparing and updating the Projects' Annual Procurement Plan and Budget detailing contract packages (including estimated cost) for goods, consultancy services and non-consulting services, the procurement/selection methods and processing times until completion of each procurement activity;

- Monitoring procurement implementation of and update the Procurement Plan whenever it becomes necessary to do so;
- Carrying out procurement of Civil Works and Consultancy Services;
- Carrying out procurement of materials and equipment as required;
- Ensuring timely receipt of the goods and consultant's status reports.
- Contributing to preparing the progress reports;
- Maintaining all correspondence, bidding documents, evaluation reports and other documents related to the project.
- Participating in bid/proposal opening sessions, bid and proposal evaluations and ensuring that the appropriate Guidelines are followed to arrive at the recommendations for award of contracts;
- Participating in procurement audits and reviews of the Project and;
- Assisting in dealing with claims, bid challenges and litigations relating to contracts and procurement.

### **3. Reporting, Communication, and Time Schedules**

- The Procurement Specialist shall report directly to the Project Implementation Specialist.
- Emphasis will be placed on highly effective, regular and detailed communication with the RDMRDI, Project Manager and other relevant managers.
- S/he is expected to report and analyze all problems experienced with procurement so that remedial and capacity building actions can be promptly taken.
- S/he shall make inputs into reports prepared by the counterpart staff as needed.

### **4. Minimum Qualifications and Experience**

- A university degree or professional qualification in engineering, finance, public administration or a related field.
- Practical experience in the field of procurement.
- Preferably 3 years of experience of working in procurement-related activities for the Asian Development Bank and/or other Multilateral Development Banks (MDB)-funded projects (working experience under ADB financed projects will be an advantage).
- Good knowledge of the institutional, technical and commercial aspects of procurement.
- Proven teamwork skills.
- Superior verbal and writing communication skills in English. Working knowledge of Georgian language would be an added advantage.
- Proficiency in standard desktop computer applications, including Word, Excel, PowerPoint.
- Good reporting and interpersonal skills.

The specialist will be a team member of Foreign Projects Unit of Roads Department. S/he will be reporting to the ADB Projects Implementation Specialist. S/he will work with other divisions of RDMRDI to help them understand the details of the Procurement Management System for the implementation of the projects. The period of assignment is 1 year (full-time) with the possibility for downstream work subject to satisfactory performance.

## **5. Payment**

The consultant shall submit time sheet to RD to certify payments. The assignment will be full-time.

## **6. Selection Criteria**

Selection will be done according to the recruitment of individual national consultant selection method provided in Guidelines on The Use of Consultants by Asian Development Bank and Its Borrowers (2013, as amended from time to time) (available at <http://www.adb.org/documents/guidelines-use-consultants-asian-development-bank-and-its-borrowers>), and the following criteria and weights will apply:

1. 20% General Qualification.
2. 80% Assignment-related Experience.