

# **Terms of Reference and Scope of Services**

## **Procurement Consultant**

### **Regional and Municipal Infrastructure Development Project II (SRMIDP) and Sustainable Wastewater Management Project (SWMP)**

#### **Background**

The Municipal Development Fund of Georgia (here after referred as “MDF”) is a legal entity of public law whose purpose is to mobilize financial resources from donors including international and Georgian financial institutions, in order to make them available for investments in local infrastructure and services, while simultaneously helping local self-governments in strengthening their institutional and financial capacity. MDF is responsible for projects implementation, procurement, safeguards, contracts management, financial management and disbursements.

MDF is a project implementation agency of several projects financed by the World Bank, including the Second Regional and Municipal Infrastructure Development Project (SRMIDP) and Sustainable Wastewater Management Project (SWMP).

The Second Regional and Municipal Infrastructure Development Project (SRMIDP) supports Georgia’s decentralization agenda by strengthening public sector delivery at the local level and contributes to the capital investment needs in the municipal sector. The Project Development Objective (PDO) is to improve the efficiency and reliability of targeted municipal services and infrastructure. On May 18, 2020 the World Bank Board approved the Additional Financing (AF) for the Project to support the Government’s efforts in addressing the regional development challenges. The AF will: (i) finance additional activities to support selected municipalities with the provision of basic municipal services and infrastructure in urban and rural communities; (ii) allow communities located in the lagging regions, those who suffer from reduced ability to be involved in economic activities, to receive basic services and amenities; (iii) further promote private capital mobilization in the selected towns and villages by allowing additional resources for the PPI.

The Sustainable Wastewater Management Project (SWMP) is financed by the Swedish International Development Cooperation Agency and funds are administered by the World Bank. The Project includes improvement of the efficiency of the water and wastewater sector through a technical assistance component and an investment component, for the rehabilitation of two wastewater treatment plants (Tskaltubo and Telavi WWTPs). The United Water Supply Company of Georgia (UWSCG) is the beneficiary of the Project and will operate the treatment plants. The Municipal Development Fund of Georgia (MDF) is executing overall management and coordination of implementation and supervision of the Project. Rehabilitations of Tskaltubo and Telavi WWTPs are implemented under Plant Design, Supply and Installation Contract.

MDF is looking for a Procurement Consultant, who will coordinate and manage all procurement related activities, as described below, for the Second Regional and Municipal Infrastructure Development Project and Sustainable Wastewater Management Project.

This is a World Bank project financed Consultancy position.

## Objectives of the Assignment

The objective of the assignment is to support the MDF in carrying out procurement activities under the Second Regional and Municipal Infrastructure Development Project and Sustainable Wastewater Management Project (altogether “Projects”). The consultant shall:

- Perform a variety of procurement and contract administration activities in accordance with the World Bank’s Procurement Guidelines and Guidelines for Selection of Consultants for projects financed before 2016; conduct procurement and contract administration activities in accordance with the World Bank’s Procurement Regulations for projects financed after 2019, and provisions of respective Financing Agreements, Project Agreements and Project Operational Manuals;
- Identify procurement arrangements based on Projects’ particular circumstances, market analysis, risks and operating context;
- Prepare and update Projects’ Procurement Plans and Project Procurement Strategy for Development as well, in close cooperation with the MDF Program and Project Managers;
- Prepare prequalification documents for procurement of works and carry out prequalification of bidders, wherever applicable;
- Prepare specific procurement notices and bidding documents for procurement of goods, works and non-consulting services;
- Carry out pre-bid meetings, prepare clarifications and/or amendments of bidding documents and minutes of the pre-bid meetings;
- Carry out bid opening procedures and prepare bid opening minutes;
- Prepare bid evaluation reports for procurement of goods, works and non-consulting services, prepare requests for clarifications of bids, provide clarifications to the World Bank’s comments as the case may be;
- Prepare requests for expressions of interest and requests for proposals for selection of consultants;
- Carry out pre-proposal conferences, prepare clarifications and/or amendments of requests for proposals and minutes of the pre-proposal conferences;
- Carry out technical and financial proposals opening procedures and prepare minutes of proposal opening;
- Prepare shortlist evaluation reports and technical/financial proposals evaluation reports, prepare requests for clarifications of proposals, provide clarifications to the World Bank’s comments as the case may be;
- Prepare contract award notices/acceptance letters to selected bidders/consultants;
- Prepare debriefing letters to unsuccessful bidders/consultants, participate in debriefing meetings, if applicable;
- Carry out contract negotiations with the selected consultants;
- Prepare final set of contract documents for goods, works, consulting and non-consulting services for signature by the parties;
- Provide recommendations to the Projects teams on proposed contract variations/amendments for goods, works, consulting and non-consulting services;
- Prepare contract variations/amendments for goods, works, consulting and non-consulting services;
- Participate in customs procedures for procured goods, if applicable; participate in acceptance and hand-over of goods procured;
- Ensure procurement filing accurately and in a timely manner;
- Ensure timely publication of procurement notices and advertisement as well as awarded contracts;

- Enter all up to date procurement data both post and prior review in STEP. Quarterly report will ensure that all procurement data are duly incorporated with no error;
- Assist audit processes, review findings and implementing changes;
- Provide coaching to MDF's junior procurement staff;
- Participate in trainings, workshops organized by the Bank locally and regionally;
- Perform other procurement-related tasks for the Projects as required.

### **Qualifications**

1. Professional Experience: At least 4 years of experience in World Bank-financed Procurement.
2. Higher education, preferably in civil engineering, law, Business or Public administration.
3. Thorough working knowledge of World Bank Procurement Guidelines and procedures related to the procurement of civil works, goods, consulting and non-consulting services; World Bank Procurement Regulations for IPF Borrowers including, but not limited to: preparation of bidding documents/requests for proposals, evaluation of bids/proposals/expressions of interest, negotiations and contracting, etc.
4. Working knowledge of World Bank procurement documentation i.e. standard and sample procurement documents on ICB, NCB, and Shopping for goods and works, requests for proposals for selection of consultants.
5. Demonstrated problem-solving skills and negotiating skills with ability to balance project objectives and procurement requirements with client needs in discussing and resolving sensitive and difficult issues;
6. Strong communication skills and negotiating skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing;
7. Working knowledge of English and Georgian languages is mandatory.

### **Duration and staff inputs**

The duration of the assignment is 12 months with a probation period of 3 months. The contact may be extended upon mutual agreement and satisfactory performance of the Consultant.

This is a full-time assignment.

### **Expected Output/Deliverables and Reporting Format**

The Consultant shall submit reports on monthly basis. Monthly reports shall include the list of services carried out during the reporting period. Reports should be prepared in Georgian language and submitted as one hard copy.

The Consultant works under direct supervision of the Program Manager (WB) of the MDF in close cooperation with the Head of Procurement Department of the MDF.

### **Facilities and Services to be provided by the Client**

The Client shall provide office area and facilities, office equipment and communication necessary to carry out the services. The Client shall also provide all necessary information and documents for that purposes.