

Municipal Development Fund of Georgia (MDF)
Livable Cities Investment Project
National Procurement Specialist

The Government of Georgia has received financing from the Asian Development Bank (ADB) in the form of a loan towards the cost of the Livable Cities Investment Program (LCIP). The Municipal Development Fund of Georgia (MDF) is the project implementing agency (IA). The Municipal Development Fund of Georgia (MDF) intends to apply a portion of the proceeds of this loan to hire a National Procurement Specialist, on a full-time basis.

Under the coordination of the Head of the Procurement Department of MDF, the National Procurement Specialist will assist the IA for each sub-project in the following:

- Prepare the procurement documents as per Procurement Regulations for ADB Borrowers (2017) and ADB's Guidance Notes on Procurement. The consultant will use ADB's latest standard procurement documents available on ADB's website;
- Prepare and update project procurement plans, project administration manuals, prepare bidding documents, requests for proposals and quotations, invitations, prepare bid/proposal/quotation evaluation reports, prepare consulting services submission forms and contracts, to ensure that the process is carried out in accordance with Procurement Regulations for ADB Borrowers;
- Communicate with ADB on procurement matters on behalf of MDF;
- Ensure procurement filing accurately and in a timely manner;
- Assist audit processes, review findings and implementing changes;
- In addition, the consultant will assist the MDF in: (a) responding to questions from bidders/consultants; (b) facilitating pre-bid meetings and site visits; (c) public opening of bids and proposals and preparation of minutes; (d) assisting MDF with seeking clarifications from the bidders/consultants; (e) assist MDF in preparing and carrying out any necessary technical and contractual negotiations with the selected bidder/consultant; (f) assist MDF during contracts execution, advise on contract amendments and variations, prepare respective contract amendments, variation and change orders; (g) participate in the tender committee meetings; (h) act as a member of lead evaluation committees as the case may be (The evaluation committee will consist of an integrated team of MDF representatives and the consultant);
- Provide on-the-job training and capacity building for MDF staff in procurement of works, goods and consulting services in accordance with Procurement Regulations for ADB Borrowers;
- Lead and provide guidance to the team of MDF's procurement specialist assigned to ADB-funded projects;
- Report to the Executive Director of Municipal Development Fund of Georgia; for day-to-day activities the Consultant shall work under the supervision of the Head of Procurement Department.

The consultant shall meet the following requirements:

- Graduate degree in major relevant discipline (e.g. Engineering, Law, Procurement, Finance, Business or Public Administration etc.);
- 8 years working experience in the field of procurement under the projects/programs financed by international donor organizations;
- Specialized knowledge of and at least 5-year working experience in most major areas/aspects of procurement (Procurement of Goods, Works, Nonconsulting and Consulting Services) under ADB Procurement Guidelines and/or Procurement Regulations;
- 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 complex issues;
- Experience in leading a team of professionals in the execution of projects will be an advantage;
- Strong command of English; Knowledge of Georgian is desirable; and
- Proficiency in standard and specialized desktop computer applications, including Word, Excel, Power Point, Google drive, electronic mail, etc.

The Individual Consultant shall be selected in accordance with ICS (Individual Consultant Selection) method as per the procedures set out in the [ADB Procurement Policy: Goods, Works, Nonconsulting and Consulting Services](#) and [Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting and Consulting Services](#).

Interested Consultants are invited to submit their Expression of Interest (EOI) using ADB Consultant Management System (https://selfservice.adb.org/OA_HTML/OA.jsp?OAFunc=XXCRS_CSRN_HOME_PAGE) by **June 22 2021 12:00 Manila Time**.

Municipal Development Fund of Georgia
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