

**Municipal Development Fund of Georgia (MDF)
Asian Development Bank (ADB)**

**Loan N 2655 - GEO: SUSTAINABLE URBAN TRANSPORT
INVESTMENT PROGRAM**

**Request for expression of interest for the position of International Procurement Consultant
Ref no: SUTIP-IC-10-2014**

The Project is funded by the Government of Georgia (GoG) and the Asian Development Bank (ADB). The Municipal Development Fund of Georgia (MDF) is the project executing agency. The project is aimed at promoting a sustainable, integrated, socially-affordable and cost-efficient urban transport system in cities of Georgia, to energize the economy and improve the quality of life of citizens. Project involves rehabilitation and repair of existing infrastructure (mainly roads and the underground railway), provision of new facilities (roads, tunnels, junctions, bridges, a Metro extension, etc) and capacity building.

Under this project the Municipal Development Fund of Georgia announces Expression of Interest for selection of *International Procurement Consultant*, who should review and finalize all procurement related documentation (civil works and consulting services) prepared within Sustainable Urban Transport Investment Program (All tranches) implemented by MDF (EA), in accordance with ADB's Guidelines and procedures.

Under the coordination of head of procurement unit of MDF, Procurement Consultant will assist the EA for each sub-project in:

- (i) Preparation of bidding documents, bid evaluation reports, all type of consulting services submission forms and contracts to ensure that the process is carried out in accordance with ADB's Guidelines on procurement and consulting services.
- (ii) Review and finalize bidding documents, bid evaluation reports, all type of consulting services submission forms and draft contracts before it is submitted to ADB for approval.
- (iii) Train MDF Staff in procurement of works and consulting services in accordance with ADB's Guidelines. To demonstrate to the staff different case studies and give them individual assignments to do independently the evaluation of the BER in case of the civil works and preparation of the ADB submission 2 (technical proposals evaluation) and submission 3 (financial proposal evaluation) in case of the consulting services.

The Procurement Consultant will report to the Executive Director of Municipal Development Fund of Georgia for day-to-day activities and shall work under the supervision of the Head of Procurement Unit.

The tentative duration of the assignment is 24 months.

Knowledge and qualifications:

- (i) Master's degree or above with major relevant discipline (e.g. Engineering, Law, Procurement, Finance, Business, Commerce or Information Technology);
- (ii) Strong command of English;
- (iii) Working experience in the projects/programs financed by international donor organizations, with minimum 3 years of relevant experience in procurement; Practical knowledge of ADB's procurement guidelines would be an asset.
- (iv) State-of-the-art knowledge of the concepts, principles and practices which govern international procurement, the contracting of consultant services, technical specifications in design, engineering and construction of facilities etc.
- (v) Specialized knowledge of and significant experience in most major areas/aspects of procurement (Procurement of Goods, Works and Consulting Services).
- (vi) 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.
- (vii) Strong communication skills and negotiating skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing.
- (viii) Experienced in leading a team of professionals in the execution of major projects.

Interested Individual Consultants may obtain additional information at the Procurement Division at the address provided below from 10:00 a.m. to 18:00 p.m. Phone number: (+99532) 243 70 01, extension 409, Ms. Nata Peitrishvili, Procurement Specialist.

Interest expression with CV shall be submitted at the address provided below not later than **18:00 p.m. of March 6, 2014.**

Municipal Development Fund of Georgia
Mr. Elguja Khokrishvili, Executive Director
150 D. Agmashenebeli Avenue, Tbilisi, Georgia,
Tel.: +99532 2437001or/02/03/04
Fax: +99532 2437077;
E-mail: procurement@mdf.org.ge