

**TERMS OF REFERENCE (TOR)**

**PROCUREMENT SPECIALIST**

**for**

**LAND REGISTRATION AND PROPERTY VALUATION PROJECT**

**Project ID No. P161238**

**1. Background**

The Government of Moldova received a credit from the World Bank Group - International Development Association in the amount of 30.1 million Euro toward the cost of financing Land Registration and Property Valuation Project (LRPVP), aimed at improving the quality of the land administration and property valuation systems and enhancing transparency of the property taxation system.

The Project consists of four components: (A) First Property Registration; (B) Property Valuation and Taxation; (C) Land Administration System Strengthening; and (D) Capacity Building and Project Management.

Component A ‘First Property Registration’ will support the first registration of public and private land in Moldova and strengthen the data quality for records already in the land register. This component will also organize mandatory public displays and public awareness campaigns to ensure citizens are engaged and aware of the procedures, activities, and benefits during first property registration

Component B ‘Valuation’ will support extending the system of mass valuation to incorporate those properties not currently included and to carry out a revaluation of the properties that are already in the mass valuation system but have not been revalued since 2008.

Component C ‘Land Administration System Strengthening’ will support the strengthening of the land sector in Moldova by facilitating policy dialogue and conducting a review of the existing institutional and regulatory frameworks, proposing improvement where possible. It will also encourage a development of simplified business processes and modernization of cadastre services through use of ICT, and support development of NSDI.

Component D ‘Capacity Building and Project Management’ will support capacity building at stakeholder agencies and institutions to ensure the smooth implementation of project activities and support project sustainability, as well as provide support for project implementation.

A full description of the Project is provided in the document “Project Appraisal Document” (PAD)<sup>1</sup> and Financing Agreement (FA)<sup>2</sup>. The PAD is considered as a part of the necessary background materials to be understood by Consultants.

The Project implementation unit (PIU) is set-up to support implementation of the LRPVP. The PIU for LRPVP is assigned to the Public Services Agency (PSA), with aim to support PSA and its Department of Cadastre and the Project Council (PC)<sup>3</sup> in day-to-day implementation of LRPVP’s activities.

---

<sup>1</sup> <http://documents.worldbank.org/curated/en/491971535859109015/pdf/Moldova-Land-PAD-08132018.pdf>

<sup>2</sup> <http://documents.worldbank.org/curated/en/253281538510180437/pdf/ITKWB532331-20189021552.pdf>

<sup>3</sup> Project Council includes representatives from stakeholder institutions and agencies, such as the State Chancellery, Ministry of Finance, Ministry of Agriculture, Regional Development and Environment, Ministry of Justice, Congress of Local Authorities of Moldova (CALM), Agency of Land relations and Cadastre, Public Property Agency and Public Services Agency.

The Procurement Specialist shall carry out the work in accordance with the TERMS OF REFERENCE outlined in this document and shall report their findings to the PSA through its Department of Cadastre and in adherence to the program detailed and agreed with the PSA.

## **2. Objective**

The Procurement Specialist (hereinafter – PS) is responsible for leading the procurement function by providing support and overseeing all aspects of the procurement processes including market analysis, procurement strategy, bidding, negotiations, supplier contracting, and management within the scope of the LRPV project. The Procurement Specialist will also be required to provide support to PSA Evaluation Committee(s) in the procurement/selection process under the LRPV project.

The main objectives of the assignment are the following:

- Provide assistance to PSA to successfully manage and carry out procurement activities for the LRPV project;
- Ensure the procurement activities are done in accordance with the provisions of the Credit and Loan Agreements, World Bank Procurement Regulations for IPF Borrowers (issued in July 2016 and revised in November 2017), as well as local legal requirements;
- Ensure the procurement activities are performed timely and facilitate the smooth project operation of LRPVP, and the risks related to procurement and contract management are minimized or eliminated;
- Develop the procurement capacity of the PIU and PSA to ensure long-term sustainability of the project outcomes.

## **3. Tasks**

The scope of work and tasks of the PS will include, but will not be limited to, the following:

- Set up the LRPV project procurement management function in collaboration with the PSA Public Procurements and Property Administration Department and Evaluation Committee(s) representatives, the LRPV Project Coordinator (Head of Department Cadastre), and Project Director;
- Establish and enhance, as appropriate, the systems of internal control (goods, works, services, fixed assets);
- Draft and update the LRPV Project Operations Manual (POM) in terms of procurement management procedures, so as to ensure full compliance with World Bank Regulations, PSA internal regulations and requirements set by the local legal framework;
- Develop, implement and maintain procurement policies with regular review to ensure relevance, conformance with World Bank Regulations, best practices, and compliance with all internal and regulatory policies.
- Ensure effective communication and liaison with the World Bank, PSA Evaluation Committee(s) on all procurement management and administration issues;
- Analyze and define the needs for procurement, analyze the markets for specific goods and services, identify and screen potential suppliers, analyze costs and recommend the most suitable procurement strategy for each procurement exercise;

- Maintain and update, upon request or when it might be necessary, the LRPVP overall Procurement Plan.
- Prepare the project Procurement Plan (PP) in the Systematic Tracking of Exchanges in Procurement (STEP).
- Maintain and regularly update the Procurement Plan in STEP;
- Provide advice on interpretation of procurement provision, giving expert advice and guidance to members of the PSA Evaluation Committee(s) and PIU team;
- Finalize - using the World Bank respective formats - Procurement Documents (PDs), Terms of References (ToR), requests of expression of interest (REoI), technical specifications, Requests for Proposals (RFP), Evaluation Reports, and all other relevant documents required for the procurement of goods, works, non-consulting services and consulting services for the LRPV project based on the inputs provided by the technical staff or technical departments;
- Thoroughly review all procurement documents prior to their submission to the World Bank for ‘No Objection’;
- Assist the LRPV Project Director in the procedure of securing the World Bank ‘No Objection’, as required. Where applicable, ensure the required World Bank “No Objection” relating to a specific expenditure is available before effecting payment;
- Ensure that the procurement process is conducted in accordance with the Procurement Plan, Project Operations Manual, in line with provisions of World Bank Procurement Regulations and local legal framework;
- Assist the LRPV Project Director on drafting of the correspondence with bidders/proposers during the bidding process or suppliers/contractors/consultants during contract implementation;
- Oversee the opening of Expressions of Interest, Bids and Proposals in a timely manner and assist the LRPV Project Director on drafting of the minutes of bids (or proposals) opening;
- Assist the Evaluation Committee(s) in ensuring that evaluations are conducted in accordance with the criteria stipulated in the procurement documents and World Bank Regulations;
- Draft all necessary evaluation reports and present them to the Evaluation Committee(s) members, and submit the evaluation reports to the World Bank for ‘No objection’, through the LRPV Project Director or Project Coordinator;
- Assist the PMU staff and PSA Evaluation Committee members to conduct contract negotiations and prepare draft negotiated contracts and final drafts of contracts for award;
- Ensure the contracts for works, goods, non-consulting and consulting services are prepared based on the Procurement Documents / Request for Proposals, using the World Bank Standard PDs or other documents as agreed with the WB;
- Draft, coordinate with the LRPV Project Director publish through STEP all the procurement notices. Where required, publish the procurement notices in a national newspaper of wide circulation;
- Provide guidance to the LRPV Project Director on all procurement related issues;
- Assist the LRPV Project Director and Financial Management Specialist on monitoring and control of contracts execution to ensure that all the activities are conducted according to the Project Schedule and the Procurement Plan, and the assignments are carried out in accordance with the contract terms and provisions.

- Countersign (jointly with the PSA representatives) the acceptance of the goods and services provided in accordance with the terms of reference, contracts, and the relevant technical specifications;
- Maintain up to date all project procurement records and documents in line with the approved policies, standards, and procedures as set out in the Project Operations Manual;
- Ensure that the filing system of the procurement records and documents are up to date at all times and that they are easily retrievable for reviews and audit purposes;
- Perform any other procurement related duty as may be requested by the LRPV Director.
- Initiate corrective measures to address internal financial shortcomings and irregularities when requested and approved;
- Support and build the capacity in procurement management of PIU and PSA staff;
- Report to the Project Coordinator and Project Director on any issue identified with recommendations on its remediation;
- Submit to the Project Director a monthly progress report on procurement management and a final report at the end of the contract period outlining achievements and challenges pertaining to the procurement management function.

#### **4. Timing and Inputs**

It is estimated that the LRPV project will be implemented within five years starting in February 2019.

The initial duration of the contract will be 12 months with the possibility to subsequently extend the term for the following years based on performance appraisal results and project needs. The assignment requires full time involvement (minimum 8 hours a day) The assignment is expected to start in September 2021.

The PS activities will be carried out in the English and Romanian languages. The written communication and the reports will be submitted in one of or both languages - English and Romanian, depending on the situation and specific requirements.

#### **5. Reporting relationship**

The PS will report directly to Project Director for all the procurement activities within LRPV.

The PS will provide Monthly Procurement Progress Reports, within 5 (five) working days after the end of each month. The report should contain at least: (i) the status of procurement progress, problems encountered, corrective actions needed, rationale for actions; and (ii) current costs of each LRPV's components and estimated costs of completion.

The PS shall prepare special reports on any major procurement related issues, upon the request of the Project Director, Head of Cadastre Department, or World Bank request.

#### **6. Qualifications and Experience**

The Procurement Specialist should have the following Qualifications:

- a) Degree in business administration, procurement, marketing, and/or macroeconomics, or other relevant fields;

- b) Degree or qualification in law and/or contract management would be an advantage;
- c) Internationally recognized professional qualification or certification in Procurement would be an advantage;
- d) Trainings and courses in Procurement management according to World Bank procedures would be an advantage;
- e) Professional certification in Project Management or a course certificate would be an advantage.
- f) Written and oral communication skills in English and Romanian, including the ability to draft memos, letters and reports;
- g) Excellent computer skills in Microsoft Office tools (Word, Excel, PowerPoint), Microsoft Outlook, and Internet use. Skills in using Microsoft Project would be an advantage.

***Experience:***

The Procurement Specialist will demonstrate experience as follows:

- a) At least 3 years of experience in procurement management (planning, tendering and contract implementation monitoring) in World Bank or other International Finance Institutions financed projects of similar scale and complexity, in the Republic of Moldova or in the region;
- b) Experience in drafting procurement documents based on both international and national bidding procedures (the latter being considered an advantage);
- c) Experience and knowledge of the trends on local, regional, and international markets for consulting services would be an advantage.;
- d) Experience in delivering training and coaching others in procurement management would be an advantage;

**7. Working conditions**

PSA will provide the Procurement Specialist with office facilities, essential utilities, office services, stationery and office supplies, computer, printer, scanner and photocopying machine. In addition, the PSA management and PIU staff will provide copies of all the documents the Procurement Specialist may need to discharge his/her functions; and will assist the Procurement Specialist in liaising with the relevant agencies, including the Public Procurements Agency and Ministry of Finance.