

## **Terms of Reference and Scope of Services of the Procurement Consultant**

<b>Title of Position:</b>	Procurement Consultant
<b>Project Title:</b>	Support to Implementation of the National Education Development Strategy of the Republic of Tajikistan (Phase -2)
<b>Project №:</b>	TJK1043

### **Project overview**

**Background:** The Ministry of Education and Science, on behalf of the Republic of Tajikistan, received funding from ISDB/ISFD/OPEC/GPE in the amount of US\$ 86 million to finance the Project for Support to Implementation of the National Education Development Strategy of the Republic of Tajikistan (Phase -2). The Project will improve the learning environment and facilitate system strengthening for sustainable implementation of an inclusive, competency-based education system to improve student learning outcomes in Tajikistan.

**The Project objectives is:** To improve the learning environment and facilitate system strengthening for sustainable implementation of an inclusive, competency-based education system to improve student learning outcomes in Tajikistan. The key results are as follows: impart quality learning to 17,376 students; construction of 53 schools and equipping them with suitable furniture, digital infrastructure, laboratory equipment and teaching and learning materials; development and adoption of Competency Based education; development and adoption of Continuous Professional Learning system; strengthening the curriculum; strengthening the national assessment systems and enhancing MoES decision making processes to promote efficiency and quality of education.

**Project Components:** The project is composed of following components: i) Learning Environment Upgrading; ii) Improving the Quality and Efficiency of Education Services; iii) Project Management Support; iv) Financial Auditing Services; and v) Zero value emergency response contingency Component. The financing plan is provided below.

A dedicated full-time Project Implementation Group is established within the Ministry of Education and Science of the Republic of Tajikistan (hereinafter called “the Ministry”) to ensure efficient management and implementation of the Project within its approved scope/ timeline.

The Ministry is recruiting a Procurement Specialist, who will function under the supervision of the PIG Manager. The objective of this assignment is to provide assistance and advice to PIG on procurement of goods, works, and services under the project in accordance with IsDB requirements as well as monitoring of contract implementation. The details of the specific assignments/tasks of the Procurement Specialist will be as follows:

### **II. Responsibilities and Scope of Work**

- Plan and coordinate procurement activities under the project;
- Prepare and regularly update procurement plan;
- Prepare Special Procurement Notices (SPNs), Requests for Expression of Interest (REOIs), contract award notices and publish through in local media and websites;
- Arranging for advertising contracting opportunities and assistance in inviting bids
- Ensure due procurement governance process through registering and addressing complaints related to the procurement process; ensuring that the implementing agency personnel involved in the procurement process do not have a conflict of interest;
- Coordinate the bids opening meetings, prepare the minutes of the bids opening and collect the signatures of the members of the bids evaluation committee based on the standard evaluation form of the IsDB;

- Prepare procurement documents, evaluation reports, contracts and communications related to procurement processes;
- Together with specialists from the relevant MoES's departments monitor and manage the progress of the execution of signed contracts. Verify payment documents under contracts for the supply of goods, works and services;
- Support the MoES in acceptance of the goods, customs clearance, and secure delivery to the appropriate final destinations.
- Maintain adequate procurement filing system (both hard copy and electronic copy)
- Submission of regular reports on procurement activities to the relevant government agencies of Tajikistan and the IsDB;
- Assist the IsDB in conducting ex-post reviews of procurements that are not subject to prior review;
- Develop and update the procurement section of the Project Operational Manual, as required;
- Train related MoES staff, Project team and Evaluation Committee members on the IsDB procurement rules and procedures; advise those on appropriate areas related to procurement and contract management.

### **III. Essential Skills, Experience and Qualifications**

- a. Higher education in business administration, law, economics and other relevant fields (civil engineering, industrial management, business administration, finance);
- b. At least 5 years of work experience in procurement of goods, works and services under the international development organizations' procurement procedures;
- c. Received training on international procurement procedures, including IDB procedures in procurement of goods and works and selection of consultants;
- d. Knowledge of the public procurement law;
- e. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages;
- f. Experience in the use of the Bank's online procurement planning and tracking tool;
- g. Fluency in English and Tajik and/or Russian languages.
- h. Two reference letters from the most recent employers

### **IV. Contractual conditions**

- The duration of the contract will be 12 (twelve) months starting from the contract signing date and renewable annually based on the Procurement Consultant's performance and project needs;
- Procurement Consultant is expected to work full time (office hours);
- Wages will be paid monthly in accordance with the salary scale agreed between the IsDB, Ministry of Education and Science and Ministry of Finance and according to the Presidential Decree #582, dated November 22, 2022;
- The position may require travel to project sites within Tajikistan. Travel expenses such as daily allowance, accommodation, etc. will be reimbursed in accordance with the relevant procedures;
- The place of work of the Procurement Specialist - Dushanbe city.

### **V. Required documents:**

- CV and cover letter in Russian and English;
- University diplomas along with translation into English;
- Two reference letters from the most recent employers

