**REQUEST FOR EXPRESSION OF INTEREST**

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| **Project:** | Improving the Science, Technology, Engineering, and Mathematics Secondary Education Project (ISTEMSEP) |
| **Executing Agency:****Implementing Agency:** | Ministry of Education and Science (MOES) of the Republic of TajikistanProject Administration Group (PAG) |
| **Country:** | Tajikistan |
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| **Position:** | **Procurement Officer (PAG)**Contract No: MOES/ISTEMSEP/CS22 - 11 /2024Project Administration Group (PAG) Staff  |

Advertisement period:

* Issuance date: 20/08/2024
* Closing date/time: 13/09/2024
1. **PROJECT BACKGROUND:** The Ministry of Education and Science of the Republic of Tajikistan (MoES) is implementing the Improving the Science, Technology, Engineering, and Mathematics Secondary Education Project (ISTEMSEP), which is funded by the Asian Development Bank (ADB). The ISTEMSEP aims to promote equal access to quality secondary education in science, technology, engineering and mathematics (STEM) from grades 5 to 11. Moreover, the project is focused on building a human capital base to support Tajikistan’s transition to higher labour productivity and competitiveness. The Project Administration Group (PAG) is established for the implementation of the project. The Procurement Officerin PAGwill be selected through a competitive procedure acceptable to ADB and financed by the Project.
2. **BASIC FUNCTION OF POSITION:** The Project Administration Group (PAG) will recruit a Procurement Officer who will be responsible for preparing bidding documents for procurement packages related to works, goods, and detailed Terms of Reference (ToRs) for consulting services. Moreover, the Procurement Officer will (i) ensure the efficient and effective implementation of procurement of goods, works and consulting services; (ii) assist in the preparation of the bidding documents for projects identified, including initiating the bidding process for various packages; and (iii) conduct bid evaluation and prepare the corresponding bid evaluation reports. The Procurement Officer will assist the Senior Procurement Officer to oversee all steps of the procurement process under the Project on procurement-related matters and monitor their procurement to ensure compliance with the ADB guidelines and procedures. The Procurement Officer will directly report to the PAG Manager.
3. **SCOPE OF WORK:** The Procurement Officer will collaborate closely with the project team, particularly with the Senior Procurement Officer, Technical Specification Officer and the Financial Team, as well as the individual procurement consultants (international and national). The Procurement Officer will support the procurement of works, goods, and consulting services, review the project’s procurement transactions and support the EA’s procurement activities:
	* coordinate with and assist the procurement team in all procurement activities;
	* support implementation of all requirements of the Government and the ADB as specified in ADB documentation;
	* support the Procurement Working Group and other committees as required by Government and the ADB;
	* support the preparation of recommendations for the procurement committees as required;
	* support research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality;
	* liaise between suppliers, manufacturers, and relevant areas of the project;
	* support identification of potential suppliers;
	* facilitate negotiations and contracting and monitor contract progress, checking the quality of services provided;
	* staying informed about market trends, industry developments, and regulatory requirements and to identify cost-saving opportunities and procurement process improvements;
	* facilitate the international procurement consultant in providing technical inputs to bidding documents and request for proposals, etc.;
	* support the procurement consultants to develop the most feasible procurement plan for the project schools’ STEM lab consumables, as well as for the project schools to plan and report on the need for replenishment of the consumables from time to time;
	* maintain accurate records of procurement transactions, contracts, and contractor information;
	* ensure compliance with contractual agreements and quality standards of the project;
	* facilitate the processing of payments and invoices;
	* maintain contract files;
	* coordinate with the PAG finance officer, and individual financial management consultants to develop the asset management plan that is for the MOES, project schools, DPC, and TSPU to monitor and report on the assets procured, installed, and used;
	* support forecasting of price trends and their impact on future activities;
	* produce reports and statistics, including but not limited to the projection on the quarterly and annual contract award and disbursement amounts, and the project annual budget plan (by supporting the PAG finance officer and PAG manager);
	* assist in evaluating bids and making recommendations based on commercial and technical factors; and
	* facilitate capacity building training conducted by procurement consultants for MOES and PAG, as well as attend ADB-organized project procurement training.
4. **MINIMUM QUALIFICATIONS REQUIRED:**
5. **Education:**
* A bachelor’s degree in business administration, economics, law, social sciences, engineering, or a related discipline.
* Received training on international procurement procedures, including ADB, World Bank or other multilateral development banks’ procedures in the procurement of goods, services and works.
1. **Experience and Skills:**
* At least 4 years of relevant experience in government development projects, preferably in multilateral institution-financed projects, public procurement law and e-procurement systems.
* Knowledge of ADB's procedures and principles on procurement and national procurement rules will be an advantage;
* Possess the quality to cope with large workloads and stress resistance;
* Proficiency in gathering, analyzing, and interpreting socio-economic data to guide evidence-based procurement decisions.
* Strong teamwork, communication, organizational, and problem-solving skills.
* Good skills in Microsoft Excel, Word, Access and PowerPoint, email, and Internet.
* Fluent in written and spoken Tajik and/or Russian.
* Preferably good in English as a working language (written and speaking).
1. **ASSIGNMENT DURATION, LOCATION AND REPORTING:** The Specialist is expected to begin the assignment in October 2024 on a full-time basis. Dushanbe is the location of the assignment. This assignment is renewable annually based on the specialist’s performance and project needs.
* Qualified applicants are requested to send documents via e-mail: istem.taj@gmail.com
* Please, include the position title in the subject of the email.
* Please, note that your resume should be prepared and sent in the template accepted by the project (**strongly recommended**). See it attached.
* For more information, please call: (+992 37) 2278482 from 8:00 to 17:00
* **The deadline for submitting documents is 13 September 2024, before 17:00 (Dushanbe time).**

**Curriculum Vitae**

PROJECT ADMINISTRATION GROUP STAFF

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| 2. | FULL NAME: (AS SHOWN IN PASSPORT AND/OR GOVERNMENT ID): |
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| 3. | Date of Birth: (Day/Month/Year): | Citizenship: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 4.  | Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 5. | Education: [Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment] |
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| 6. | Membership in Professional Associations: |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 7. | Other Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 8. | Languages:  |
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|  | Level of Proficiency: mother tongue, excellent, good, fair, poor |
| Language | Speaking | Reading | Writing |
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| 9. | Employment Record: [Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.] |
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|  | From [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | From [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_From [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_From [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_From [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_From [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_From [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_From [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [Month, Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 10. Detailed Tasks Assigned List all tasks to be performed under this assignment | 11.  | Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned (Work Name of assignment or project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Client/Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Activities performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  |  | Name of assignment or project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Client/Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Activities performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **12.** | Certification: |
|  | I, the undersigned, certify that1. this CV correctly describes my qualifications and my experience.
2. I am not currently employed by the Executing or Implementing Agency.
3. I am not a close relative of a current staff of the Executing or Implementing Agency.
4. I am not a spouse of a current staff of the Executing or Implementing Agency.
5. I am not a former Asian Development Bank staff member.
6. I am not part of the team who wrote the terms of reference for this assignment.
7. I am not sanctioned (not eligible for engagement)/ not in Asian Development Bank sanction list.
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| I understand that any misrepresentation herein may lead to my disqualification or dismissal, if engaged.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (Name and Signature) | Day/Month/Year |