**Ministry of Energy and Water Resources of the Republic of Tajikistan**

**“Strengthening Water and Irrigation Project - SWIM”**

**Terms of Reference**

**Procurement Specialist**

1. **BACKGROUND**

The Project to Improve Water Resources and Irrigation Management in Tajikistan (hereinafter referred to as the Project) was approved by the Board of Directors of the World Bank on June 27, 2022. This Project is financed from the resources of the International Development Association (IDA) and the European Union Trust Fund in an amount equivalent to 47 million US dollars as of the date of approval of the Project. The Project Development Goals (PDO) are: (i) strengthening capacity in the field of water resources planning and irrigation management in Tajikistan; and (ii) improving the efficiency of selected irrigation systems in the Vakhsh and Zeravshan river basins. The project implementation agencies are the Ministry of Energy and Water Resources of the Republic of Tajikistan (MEWR) and the Agency for Land Reclamation and Irrigation under the Government of the Republic of Tajikistan (AMI). The implementation of the component assigned to MEWR will be carried out through the Project Implementation Unit under MEWR.

The project is designed to support national water reforms, strengthen water resource planning capacity, and improve irrigation management, including by increasing resilience to climate change. The project will also contribute to improving rural livelihoods, including improved food security outcomes. The project will combine support for improving water resources policies, planning and management at national and basin levels, with infrastructure upgrades at the irrigation scheme level to improve the efficiency of individual irrigation systems. The institutional components are designed to restructure and strengthen institutions responsible for water and irrigation management (including national agencies, basin organizations, GUMIs and water user associations). Industry strategies and systems will also be developed to set, track and report industry performance targets. These institutional aspects are fundamental if the sector is to successfully cope with the projected impacts of climate change in the future.

The project consists of four components: (i) Water sector reform and institutional strengthening, (ii) Improvement of irrigation systems, (iii) Project management; and (iv) Emergency Response Component.

Component 1: Water Sector Reform and Institutional Strengthening is sub-component 1.1. strengthening water policy and planning at national and basin levels and subcomponent 1.2. improving irrigation planning and management.

Within the framework of subcomponent 1.1., which will be implemented by MEWR, it is planned to:

1. Support the creation of the National Water Council (NWC) through the development of by-laws and regulations, as well as facilitating the process of conducting a national dialogue on water resources;

2. Strengthening the planning capacity of the NWS, MEWR, the Vakhsh River Basin Organization (BOR) and the Vakhsh River Basin Council (VBC) in terms of monitoring, planning and reporting on water resources at the national level, mainly through the implementation of capacity building activities BOR and BSR in the Vakhsh River basin;

3. Design and installation of water flow measurement systems at selected key gauging stations;

4. Providing technical assistance for the implementation and institutionalization of the national water information system;

5. Development of a basin plan for water resource management in the Vakhsh River basin.

**The objective of the Assignment**

The main purpose of the assignment is to assist the PIU of the Ministry of Energy and Water Resources of the Republic of Tajikistan (MEWR) in the implementation of the project on procurement issues by the agreed provisions of the financial agreement. Under this assignment, the PIU MEWR is responsible for managing the procurement process to ensure strict compliance with the rules and procedures of the World Bank (IPF Borrowers (September 2023), and the provisions stipulated in the Financing Agreement), and the laws of the Republic of Tajikistan. The PIU Procurement Specialist will be a core team member of the Project Implementation Unit (PIU), supporting the implementation of the “SWIM” Project. Under this assignment, the Procurement Specialist will oversee all steps of the procurement process under the Project on procurement and contract management matters to ensure compliance with the World Bank regulations and procedures.

1. **Responsibilities and scope of work:**

**The responsibilities of the** **Procurement Specialist are as follows:**

1. Overall leadership, fiduciary oversight, and capacity development to ensure compliance with WB’s procurement Regulations in the procurement of goods, works, non-consulting services, and consulting services) under the project;
2. Supervise the whole procurement cycle linked to any procurement of goods, works, and services to be carried out in the frame of the project (design of the tender documents, offers evaluation, awarding, contracting, as well as advising technical teams on procurement matters related to the follow-up of works and commissioning, disputes resolution, acceptance of works, etc);
3. Ensure timely updating of the Project Procurement Strategy for Development (PPSD) and the Procurement Plan to include additional activities or modify as necessary as the need arises;
4. With the assistance of the Procurement Specialist, prepare and update the Procurement Plan and obtain the Bank’s approval through STEP;
5. Ensure the preparation of GPN, SPNs, REOIs, and contract award notices, and ensure their publication through STEP and/or local media and websites;
6. Implement procurement transactions through the Bank’s online procurement planning and tracking tool (STEP);
7. Provide strategic advice to the project personnel and respective agency staff, including Tender committee members, on procurement and contract management matters;
8. Liaise with the Project Coordinator to ensure technical teams duly and timely conduct inspections and prepare inspection reports before the acceptance of goods, customs clearance, and delivery to the final destination when required.
9. In consultation with technical teams, ensure effective communication with bidders on procurement/legal-related issues, including responding to bidders’ queries, attending bidder conferences, and responding to communications with bidders and receiving bids.
10. Ensure timely preparation of bidding documents for acquisition of goods, works and non-consulting services, and the REOI and RFP for consulting services working closely with the Project Coordinator to ensure that Terms of Reference or technical specifications are obtained timely from relevant Technical Departments;
11. Ensure timely preparation of GPN, SPNs, REOIs, and contract award notices, and ensure their publication through STEP and/or local media and websites;
12. Ensure that procurement processing is timely and follows procedures specified in the World Procurement Regulations and confirm that Procurement activities initiated are by the approved Procurement Plan.
13. Lead the bidding and selection processing, including organizing pre-bid or pre-proposal meetings, coordinating the receipt and opening of bids/proposals/expressions of interest, and the evaluation thereafter;
14. Coordinate/make arrangements and participate in Contract negotiations for consultancy services and technical discussions for goods and Works where applicable to provide procurement guidance. Thereafter, prepare a draft contract and ensure the timely signing of contracts;
15. Ensure that clearance/No-objection(s) from World Bank is sought and obtained as per the requirements of World Bank Procurement Regulations;
16. Prepare monthly procurement progress report that will include constraints/challenges/issues/deviations from agreed procurement schedules identified and proposed actions to resolve them promptly;
17. Maintain complete procurement files and records including all correspondence related to procurement activities and ensure records are uploaded in STEP timely.
18. Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations.
19. Participation in Procurement Evaluation Committees and advise committee members on evaluating procedures by the WB Standard Evaluation Report;
20. Train technical staff, Project team and Evaluation Committees on the Bank procurement rules and procedures; advise them on appropriate areas related to procurement and contract management;
21. Any other duties that may be assigned by his/her Superiors from time to time in furtherance of the above responsibilities.
22. **REPORTING and ACCOUNTABILITY REQUIREMENTS**

The Procurement Specialist is accountable to the PIU Director and the Project Manager. He/she will assist and work closely with all project staff and technical departments of MEWR. The Procurement Specialist will submit reports every month in a format acceptable to the PIU Project Director.

1. **Qualifications and experience:**

***Education:***

1. A University degree or Master's degree in engineering, management, business administration, economics, law or a subject related to the fields of the project procurements;

***Experience:***

1. Experience of at least 4 years as a procurement professional in procuring goods, services and works in a public or private sector institution at least 2 years working under the World Bank or Multilateral Development Bank-financed projects with a demonstrated strong track record;
2. Previous experience in processing contracts subject to open national or international competition under World Bank or other MDB procedures in civil works, supply of goods and consultancy services;
3. Previous use of the World Bank Bidding documents for civil works with Environmental and social safeguard provisions is an added advantage.
4. Knowledge of public procurement procedures of Tajikistan.
5. Fluency in Tajik, Russian, and English languages (oral and written) is required;
6. Completion of training in international procurement procedures, including World Bank procedures, on goods, works and selection of consultants is an added advantage;

***Personal Qualities:***

1. Good oral and written communication skills.
2. Proven integrity, honesty and sense of responsibility in handling public resources and in executing duties.
3. Excellent procurement forecasting skills;
4. Excellent team-working, decision-making and analytical skills;
5. Ability to work under pressure;
6. Skills in preparing high-quality related reports in Tajik, Russian and English languages;
7. A confident user of (MS Office, MS Word, MS Excel, Powerpoint, Internet E-mail etc.);
8. **Task duration:**

The duration of the task is from 01 September 2024 to June 30, 2027, with a probationary period of 3 (three) months. The term of consultant engagement may be extended by mutual agreement of the parties.

1. **Task location:**

The Procurement Specialist will be located in the PIU MEWR office in the city of Dushanbe and will make trips to the project sites if necessary during project execution.

1. **Employer's input:** PIU will provide project documents and a workspace with access to office equipment.