**Terms of Reference (ToR)**

**Procurement Specialist**  
**Joint IsDB/ISFD/GPE SmartED Project in Kyrgyz Republic**

**1. Background**

The Government of the Kyrgyz Republic, through financing provided by the Islamic Development Bank (IsDB), the Islamic Solidarity Fund for Development (ISFD), and the Global Partnership for Education (GPE), is implementing the Joint SmartED Project. This initiative aims to strengthen access to and quality of education in targeted rural and underserved areas of the country, in line with national education sector priorities and the Sustainable Development Goal 4 (SDG 4) agenda.

To ensure effective and timely implementation of the project, a dedicated Project Management Unit (PMU) will be established under the Ministry of Education (MoE). Among other responsibilities, the PMU will manage all procurement activities across multiple project components. For this purpose, the PMU seeks to recruit a qualified Procurement Specialist who will support the entire procurement cycle, in line with IsDB procurement procedures and applicable national regulations.

**2. Objectives of the Assignment**

The overall objective of the assignment is to support the MoE and the PMU in carrying out project procurement in a manner that is timely, efficient, transparent, and compliant with IsDB’s Procurement Guidelines and national requirements. The Procurement Specialist will play a central role in ensuring that all goods, works, and consulting services under the project are procured following best practices and fiduciary standards.

**3. Scope of Work**

The Procurement Specialist will perform a broad range of responsibilities throughout the procurement cycle. These duties will include, but are not limited to, the following areas:

**Procurement Planning:**   
The Specialist will be responsible for developing and maintaining the Project Procurement Plan and ensuring its alignment with the project’s work plan and budget. Specific tasks include:

* Preparing and regularly updating the procurement plan, based on evolving project needs and timelines;
* Supporting the development and revision of the procurement section in the Project Operations Manual;
* Advising the PMU and MoE on procurement approaches and timelines to mitigate risks and avoid delays.

**Tendering and Contracting:**   
A key part of the assignment involves leading the preparation and execution of tendering processes, from advertisement through contract award. This will involve:

* Preparing tender documents including bidding documents, Requests for Proposals (RFPs), Expressions of Interest (EOIs), and bid evaluation reports;
* Managing the publication of procurement notices in accordance with IsDB requirements;
* Coordinating and documenting the bid opening process, and supporting bid evaluation committees;
* Ensuring proper review, clearance, and signing of procurement contracts.

**Contract Management:**   
The Specialist will be expected to support the PMU in overseeing the implementation of contracts to ensure that suppliers and contractors deliver in accordance with the agreed terms. This will involve:

* Monitoring the execution of contracts and tracking key deliverables and deadlines;
* Verifying that payment requests are aligned with contract milestones and deliverables;
* Supporting the processing of variations or extensions, when justified and properly documented.

**Compliance and Reporting:**   
The role requires maintaining a high level of compliance with IsDB procedures and Kyrgyz procurement laws, while also supporting documentation and reporting functions. Duties include:

* Maintaining comprehensive procurement records (both digital and hard copy);
* Preparing quarterly procurement progress reports for submission to MoE and IsDB;
* Supporting audits and responding to procurement-related queries or observations.

**Stakeholder Coordination and Capacity Building:**   
The Procurement Specialist will work in close coordination with various stakeholders and will help build internal capacity on procurement. Key responsibilities include:

* Liaising with IsDB, the MoE, and other project partners to ensure coordination and compliance;
* Supporting and guiding the PMU staff, evaluation committee members, and implementing partners on IsDB procurement rules and procedures.

**4. Expected Deliverables**

During the course of the assignment, the Procurement Specialist will be expected to deliver the following outputs and documentation:

* A regularly updated and approved Project Procurement Plan aligned with project implementation milestones;
* Complete sets of tender documentation, bid evaluations, and signed contracts for each procurement activity;
* Quarterly procurement progress reports with status updates on planned, ongoing, and completed procurements;
* Timely responses to audit inquiries and compliance-related documentation;
* A procurement archive system, organized and auditable.

**5. Qualifications and Experience**

To successfully carry out the responsibilities outlined above, the Procurement Specialist is expected to meet the following qualification and experience requirements:

* A university degree in procurement, law, economics, engineering, business administration, or a related field;
* At least five (5) years of relevant professional experience in managing procurement activities for development projects, ideally with familiarity with IsDB or other multilateral development bank guidelines;
* Demonstrated experience in preparing bidding documents and managing the full procurement cycle for goods, works, and consultancy services;
* Solid understanding of Kyrgyz procurement legislation is considered an asset;
* Strong computer skills, including MS Word and Excel. Familiarity with procurement planning tools is an advantage;
* Fluency in Russian and working proficiency in English are required. Knowledge of Kyrgyz is an asset.

**6. Duration and Reporting**

The assignment is expected to be for an initial duration of 12 months, with the possibility of renewal based on performance and project needs. The Procurement Specialist will work full-time and report directly to the PMU Coordinator. The duty station is Bishkek, Kyrgyz Republic, with possible travel to project sites.