**MINISTRY OF NATURAL RESOURCES, ECOLOGY AND TECHNICAL SUPERVISION**

**AIR QUALITY IMPROVEMENT PROJECT IN THE KYRGYZ REPUBLIC**

**TERMS OF REFERENCE**

**PROCUREMENT ASSISTANT**

1. **PROJECT BACKGROUND**

Ministry of Natural Resources, Ecology, and Technical Supervision of Kyrgyz Republic (MNRETS) implements the Air Quality Improvement Project in Kyrgyz Republic (hereinafter as Project) financed by World Bank.

The project aims to i) strengthen the air quality management system in the Kyrgyz Republic; and ii) reduction of net PM2.5 and greenhouse gas emissions in Bishkek.

The first part of the Project objectives is based on the need to strengthen the national capacity for air quality management (hereinafter-AQM) in the country and to establish the basis for an comprehensive air quality management system (hereinafter-AQMS) for effective AQM. Establishment of an AQMS will enable the Government to make informed decisions and ensure sustainability of investments in priority areas and sectors in the long term.

The second part of the Project objectives reflects investments in selected priority sectors to improve AQM in Bishkek city.

The project consists of three main components:

* Component 1: Strengthening the air quality management system in country;
* Component 2: Introduction of cleaner heating systems in Bishkek;
* Component 3: Implementation of urban greening measures;

The project is implemented by the PIU under MNRETS, which currently requires a procurement assistant in carrying out procurement activities in accordance with the World Bank procedures for the «Air Quality Improvement Project in the Kyrgyz Republic».

1. **OBJECTIVE OF ASSIGNMENT**

The main objective of this assignment is to support and assist the Project Implementation Unit of the Ministry of Natural Resources, Environment and Technical Supervision of the Kyrgyz Republic by providing assistance to the Procurement Specialist to ensure timely implementation of the air quality improvement project and compliance with the World Bank Procurement Rules for IPF Borrowers and Kyrgyz Republic legislation.

1. **SCOPE OF SERVICES**

To achieve these objectives, the functional duties of the assistant procurement specialist shall include the following scope of services:

* Assistance to the Procurement Specialist to ensure timely and efficient procurement for project activities in accordance with the approved procurement plan;
* Assisting the Procurement Specialist in preparing bidding documents in accordance with the WB Standard Procurement Documents and conducting procurement in accordance with the Procurement Plan;
* Assisting the procurement specialist in preparing a tender notice in accordance with WB procurement procedures or public procurement law;
* Assisting the Procurement Specialist and working on bidding processes conducted through the Government e-procurement portal;
* Assisting in issuing tender documents to potential bidders.
* Preparation of documents for submission to the evaluation committee;
* Assistance in the preparation of bid/proposal evaluation reports based on the findings of the panel.
* Provision of assistance in drafting a publication document on notification of contract awards and provision of information on contract winners;
* Assisting the procurement specialist in evaluating bids and technical and financial proposals in conjunction with technical experts.
* Assisting the Procurement Specialist in drafting contracts, organising contract negotiations and contract conclusion;
* Assisting in taking minutes of the evaluation committee meetings;
* Assisting the procurement specialist in liaising with relevant beneficiaries, WB and other relevant institutions in relation to the fulfilment of the project objectives;
* Ensuring proper retention of all documents, written and electronic records related to project procurement;.
* Preparing procurement documents for archiving;
* Scanning of procurement documents for tenders to be entered into WB STEP and CMM, www.zakupki.gov.kg portal.
* Preparing of orders, letters, reports and other documents related to the procurement process;
* Participating in the acceptance of goods, works and services for the project. Performing other administrative functions as requested by the PIU Director and Procurement Specialist**.**
1. **INSTITUTIONAL ARRANGEMENTS AND ACCOUNTABILITY**

The Procurement Assistant is responsible for the proper performance of functional duties. The Procurement Assistant will report to the Procurement Specialist and the PIU Director.

1. **CUSTOMER'S CONTRIBUTION**

The Client will provide the Consultant with an appropriate workplace, equipment and furniture to carry out the project activities. The PIU will provide the Consultant with all relevant reports, documents, manuals to ensure effective execution of the assignment.

1. **DURATION**

The contract will be signed for a period of 12 months with a probationary period of 3 months during which the contract may be terminated. The contract may be extended beyond the initial term subject to satisfactory performance and by mutual agreement of the parties to the contract.

During the probation period the candidate shall complete the following training:

1. Global Contract Management MOOC (English) <https://www.procurementlearning.org/aim-of-the-course-3/>
2. Global Procurement MOOC (English & Russian languages) [www.procurementinet.org/cppp-english/](http://www.procurementinet.org/cppp-english/)
3. On-line Introductory public procurement course (KR) [www.egplms.okmot.kg](http://www.egplms.okmot.kg)
4. Online E-procurement (EGP) course (KR) [www.egplms.okmot.kg](http://www.egplms.okmot.kg)
5. STEP e-learning <https://wbnpf.procurementinet.org/e-learning-programs>
6. **QUALIFICATION REQUIREMENTS:**
* Higher education in a relevant field, preferably in logistics, economics, international business, or other related fields;
* Knowledge of guidelines and procedures of the World Bank, and other international organizations in the field of procurement of goods, works, and services will be an advantage.
* At least 1 year of experience in general procurement in the public procurement system;
* At least 2 years of experience in international donor projects;
* Availability of a certificate in public procurement.
* Fluency in Kyrgyz and Russian languages, knowledge of English is an advantage