

TERMS OF REFERENCE

Contract	CS-Ind-4		
Project:	Kyrgyz Republic: School Education Reform Sector Development Program (loan No.4217 – KGZ (COL)/grant No.0851 – KGZ) (SERSDP)		
Expertise:	Procurement Specialist		
Source:	National	Category:	Independent Individual Consultant

Brief information

The Ministry of Education (ME) of the Kyrgyz Republic is implementing the School Education Reform Sector Development Program (project) financed by the Asian Development Bank (ADB). The aim of the project is to improve the ability of the school education system to prepare graduates with subject knowledge and competencies. The project supports the implementation of the National Education Development Program in the Kyrgyz Republic for the period 2021–2040.

Scope of Work

The primary responsibility is to conduct the procurement of goods, works, services, and consulting/non-consulting services in accordance with ADB procurement guidelines during the implementation of the project. This will be carried out under the direct supervision of the Senior Procurement Specialist and the overall guidance of the Project Manager of the Project Implementation Unit (PIU).

Tasks and Responsibilities

1. Implement procurement activities for goods, works and services under the Project as specified in the procurement plan and in accordance with ADB procurement guidelines and ADB's Anticorruption Policy;
2. Coordinate the development of technical specifications for civil works and goods procurement; prepare draft TORs, cost estimates for consultants' contract and agree with the EA, IA and other relevant stakeholders if necessary; ensure that cost estimates for works and equipment supply contracts are based on the adequate market research, ensure that procurement notices and contract awards are announced on time on EA's and/or project websites, local newspapers with widest readership, and any other public procurement portal as required;.
3. Establish and maintain the project procurement database, ensure the safekeeping, and systematic organization of procurement documents including bidding documents, submitted bids and proposals, tender committee protocols, contracts, financial and audit reports, and other project-related documents.
4. Prepare procurement /bidding documents incorporating: Invitation for Bid (IFB), Request for Proposals, Request for Quotations, Expressions of Interest, Shopping and International and National Competitive Bids as the case may be;
5. Advertise the procurement notifications and managing the response process of interested parties;
6. Issue the responses to the requests for clarification received from bidders within the nominated timeframe, maintain efficient and timely lines of written communication

during the bidding process; conduct proper due diligence of bid proposals and reference check of candidates under consultants' recruitment.

7. Review proposals/bids and prepare the technical and financial bid evaluation and selection reports for further Tender Committee approval; provide training and guidance on ADB procurement procedures if necessary maintaining minutes of tender committee meetings.
8. Update the Procurement Plan in consultation with Project Manager, Senior Procurement Specialist and EA, prepare/ monitor detailed schedules (reverse clock timeline) for procurement of goods, works, and services throughout project implementation period;
9. Coordinate budget implementation for the project in collaboration with the finance sector.
10. Monitor and analyze contracts and agreements for compliance with ADB requirements and the laws of the Kyrgyz Republic.
11. Prepare draft contract variations in consultation with relevant PIU staff according to ADB procedures, agree them and relevant supporting documents with the EA.
12. Contribute to preparation of quarterly project progress reports and prepare regular update on procurement related activities;
13. Perform other relevant duties and tasks to support implementation of the Project as may be requested by the Project Manager and Senior Procurement Specialist.

Reports to:

Project Manager and Senior Procurement Specialist.

Reporting requirements:

Preparation and biannual updates of the procurement plan for implemented projects.

1. Monthly reports on completed procurements and signed contracts.
2. Quarterly procurement reports detailing completed activities, planned tasks for the next quarter and descriptions of any delays with proposed solutions.
3. Reports on complaints and claims, if any.
4. Ensuring adherence to timelines outlined in respective plans and guidelines.

Qualification requirements and work experience:

- Higher education in procurement and logistics, economics and finance, engineering, management of enterprises or related fields; Diploma in procurement or finance will be evaluated higher. Certificates confirming professional accreditation and skills in the field of procurement will be an advantage;
- At least 3 years of experience as a procurement specialist, with 1 years in projects funded by international financial organizations, such as ADB and World Bank;
- Familiarity with ADB procurement procedures and other development banks' guidelines (certificate), as well as knowledge of the Law on Public Procurement of the Kyrgyz Republic (certificate);
- Proficiency in Kyrgyz and Russian. Knowledge of English is highly desirable and will be rated higher;
- Proficiency in Microsoft Windows office applications.

A scoring system will be applied during the evaluation as follows:

Education – 15%; Experience – 70%; Language proficiency – 15%.		
Place of execution of the task:	Days/months:	Dates:
The main place of provision of services is the office of the PIU, located at the address: Bishkek, Manas ave. 22A.	12 months, with the possibility of further extension. Probationary period – 3 months.	Services are scheduled to commence on _____ . Subject to ADB approval, the Contract is valid until _____.
Contract period:	-----	-----