



Republika e Kosovës  
Republika Kosovo-Republic of Kosovo  
Qeveria - Vlada – Government

MINISTRIA E BUJQËSISË, PYLLTARISË DHE ZHVILLIMIT RURAL  
MINISTARSTVO POLJOPRIVREDE, SUMARSTVA I RURALNOG RAZVOJA  
MINISTRY OF AGRICULTURE, FORESTRY AND RURAL DEVELOPMENT

## **REQUEST FOR EXPRESSIONS OF INTEREST**

Ministry of Agriculture, Forestry and Rural Development in Kosovo  
Project Title: Agriculture and Rural Development Project (KARDP)  
IDA, Credit No 5005 XK

### **ASSIGNMENT TITLE: PROCUREMENT SPECIALIST**

#### **Reference No.: KARP-CS-9.1**

The Agriculture and Rural Development Project is implemented by the MAFRD through an IDA loan agreement with the Government of Kosovo to help the MAFRD in improving institutional capacity and to help improve productivity of and access to markets by project beneficiaries in the horticulture and livestock subsectors of Kosovo. The MAFRD established a Project Implementation Unit (PIU) which is responsible for the daily management, administration, and coordination of project activities, including procurement, financial management, monitoring and evaluation (M&E) as well as public awareness of project activities. To fulfill its position within the PIU the MAFRD is seeking a Procurement Specialist who will ensure that all procurement under the project is undertaken efficiently and transparently in accordance with Bank rules and regulations. She/he will also provide support to grant beneficiaries in resolving any questions or issues relate dot procurement of goods, services or works.

#### **Responsibilities of the Procurement Specialist:**

The procurement specialist will work as Project staff charged with the following tasks:

Supporting the Head of PIU to conduct procurement activities under the project, defining the procurement action and develop a plan for guiding and supporting the purchases made under the project. Assisting the project providing an overview of procurement service, including, but not limited to, first hand adviser on overall procurement matters, helping drafting complex bidding documents and requests for proposal (RFP, (including shortlist of firms/consultants), contracts, reviewing of procurement plan, draft evaluation report and contract award recommendation, draft correspondence with bidders/consultants, draft procurement related correspondence between the PIU and the Bank, etc.:

- To maintain the procurement record system (hard and electronic files) which is already in place at the PIU;
- Assisting the PIU/MAFRD, throughout the project implementation, in the procurement of all contracts, including complex contracts in full conformity with World Bank's standard forms and assistance in contract negotiation; assisting the PIU on publication of the notices for tendering (i.e. SPNs and REoIs) and contract awards, as required under Bank's procurement and consultants guidelines;

- Supporting the PIU in reviewing the Project Rural Grant Manual and Project Horticulture Development Grant Manual, and which lay out, among others procurement policies, procedures and typical documentation so that project procurement actions are timely, cost effective and satisfy Government and World Bank's requirements; assist the PIU/MAFRD on contract management or any contractual related issues with the supplier/contractor/consultant; and
- Assisting the development and periodically updating of the procurement plan schedule for purchases by the PIU/MAFRD under the projects and implements a reporting system which tracks all procurement actions.
- Prepare, elaborate and maintain Procurement Plans in close collaboration with the Head of PIU. Assist the PIU on revising/adjustments the Procurement Plan as needed during the life of the project. Assist the PIU on maintaining respective records on procurement, including advertisements, bidding documents, correspondence with the Bank and with bidders, evaluation reports, draft contract/signed contracts, clearances form the Bank, etc.
- Ensures the procurement of goods, works and services in accordance with the Procurement Plan and World Bank Guidelines, for all items financed through the Credit, using standard World Bank documentation and procedures.
- Prepares bidding documentation (bid evaluation criteria, qualifying requirements, contract conditions related to security, warranties, liquidated damages, payment terms, preparation of purchase orders, etc.) and ensures their conformity with project requirements and budgets.
- Thoroughly reviews all bidding documentation prior to submission to the World Bank in a timely fashion for review and no-objection, in accordance with World Bank requirements outlined in the Credit Agreement and in the agreed procurement plan.
- Assists technical PIU/MAFRD and/or evaluation committees comprising the evaluation committee for a given tender, in the evaluation of proposals received, on the basis of criteria stipulated in the bidding documentation.
- Provide assistance or guidance if required by the Head PIU on the procurement issues. Assist the PIU for preparation of correspondence with bidders/firms, during the bidding process (as necessary) or during the contract implementation.
- Any other duties required by the Head of PIU.

### **Qualifications**

The procurement specialist has to meet the following requirements:

- Relevant University degree;
- minimum 3-5 years general/professional experience and at least 3 years respectively specific/relevant experience in procurement for goods, works, technical and consulting (TA) services associated with the implementation of projects financed by the WB or other international donor;
- Familiarity with guidelines and procedures of Kosovo and WB procurement processes;
- Familiarity with planning and holding tenders for goods, works, technical and consulting (TA) services;
- English language proficiency, Albanian essential, Serbo-Croatian skills is an advantage.
- Computer operation.

Have a clean police record, dispose of all civil rights and no previous implication in embezzlement.

### **Period of Performance**

The Procurement Specialist will be hired on a 3-month trial basis after which her/his contract will be confirmed based on satisfactory performance. Upon confirmation, the contract will last until

the closing date of the project, subject to satisfactory performance, but not exceed the duration of the MAFRD project.

The Project Procurement Specialist will be a full time position within the Project. The procurement specialist will be offered opportunities to develop professionally by attending relevant WB training events and courses during the term of the contract. The remuneration will be paid on a monthly basis.

The Ministry of Agriculture, Forestry and Rural Development now invites eligible Individual Consultants (“Consultants”) to indicate their interest in providing the Services.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s [Guidelines: Selection and Employment of Consultants \[under IBRD Loans and IDA Credits & Grants\] by World Bank Borrowers](#) dated January 2011 revised on July 2014 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) method set out in the above mentioned Consultant Guidelines, and following the above mentioned evaluation criteria, and the Regulation of Ministry of Finance -No. 05/2017 on the Amendments of Regulation MF-NO. 01/2016 on the Management of Borrowing Funds supplemented and amended by regulations. All terms and conditions for this assignment will be described in the contract.

Further information can be obtained at the address below during office hours ***i.e. 08:00 to 16:00 hours.***

Expressions of interest (CV) must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **Monday 30<sup>th</sup> July 2018 at 12:00hrs.**

**Agriculture and Rural Development Project (KARDP)**

Project Implementation Unit – PIU

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