**Kyrgyz Republic**

**Heat Supply Improvement Project (P157079)**

**Terms of Reference**

**Senior Procurement Specialist**

1. **Background**

The objective of the Project is to improve service quality and efficiency of heat supply in the project areas. One of the project components ***Component 1: Improving supply reliability and efficiency of the District Heating (DH) system.*** This component would support investment and technical assistance to improve the reliability and efficiency of the DH system operated by OJSC Bishkekteploset (BTS), and includes 2 subcomponents:

*Subcomponent 1.1: Investment program for DH rehabilitation.* This subcomponent will support implementation of priority measures to rehabilitate the DH network operated by BTS. The preliminary scope for subcomponent 1.1 is proposed to include:

* *Upgrade of substations (preliminary estimate US$ 21.0 million),* including: (i) renovation of 1,825 existing building-level substations (replacement of necessary spare parts), including installation of heat and hot water meters with remote reading capabilities (‘smart meters’); (ii) replacement of 222 hydro-elevators with new building-level substations, including installation of smart heat and hot water meters; and (iii) installation of a preventive maintenance system for substations (which can be gradually expanded to cover all of BTS’ assets).
* *Rehabilitation and replacement of Vostok transmission line (preliminary estimate US$9.0 million),* involving the replacement and re-routing of the main section of the Vostok transmission line from the Combined Heat and Power plant (CHP) to pumping station #4 with new pre-insulated under-ground pipes.

*Subcomponent 1.2: Technical assistance and implementation support (estimated US$1.3 million).* This subcomponent will support select technical assistance activities to strengthen operational practices and technical skills within BTS, and to support necessary project management and implementation activities.

**2. Objective of the assignment:**

The consultant should be an individual, who will carry out all necessary procurement for Component 1 implemented by BTS.

According to the requirements of the Financing Agreement, all procurement procedures carried out under the Project will have to meet the requirements of the International Bank for Reconstruction and Development (hereinafter – the World Bank).

The main task of the Senior Procurement Specialist is to ensure the implementation of the Project in terms of procurement in accordance with procurement procedures and rules of the World Bank, as well as in accordance with the legislation of the Kyrgyz Republic. The Senior Procurement Specialist shall ensure the transparency and efficiency of the procurement process with a corresponding minimization of the costs of all activities under all components of the Project.

**3. Duties and Responsibilities:**

Responsibilities of the Senior procurement specialist include, inter alia, the following:

1. Conduct international and national competitive bidding for the procurement of goods and works in accordance with the requirements of the World Bank for procurement;
2. Select consulting services in accordance with the applicable requirements of the World Bank for consultants;
3. Prepare the General Procurement Notice (GPN) and Specific Procurement Notice (SPN), arrange for their publication in «UN Development Business», in local and international newspapers in accordance with the Procurement Guidelines of the World Bank;
4. Receive documents with proposal from consulting firms and submit them to the Technical Committee for the preparation of a short list;
5. Prepare documents to receive the World Bank’s "no objection" for the proposed short list of consulting firms approved by the Tender Commission;
6. Develop the tender documentation in conjunction with the appropriate technical experts in accordance with the standard bidding documents (SBD) and a standard request for proposal (RFP) in accordance with the procurement plan;
7. Receive the World Bank's "no objection" in respect of requests for proposals (RFP) and tender documentation (TD);
8. Adhere strictly to the requirements of the Procurement Guidelines of the World Bank during the procurement of all goods and services not subject to prior review by the World Bank;
9. Arrange for the acceptance of proposals on the basis of the relevant requests;
10. Receive technical and financial proposals and submit them to the Evaluation Committee;
11. Coordinate the meeting for opening of bids, assist the Evaluation Commission in the preparation of assessment reports on the procurement of goods and consulting services in accordance with the standard format of the World Bank;
12. Receive the World Bank's "no objection" for evaluation reports and recommendations for contract award;
13. Comply with the requirement not to engage firms or individuals temporarily or permanently debarred from participating in tenders and not to sign contracts with them (the list of firms and individuals temporarily or permanently debarred from participating in tenders can be found on the website of the World Bank;
14. Enter procurement data into STEP;
15. Ensure transparency in the tender process;
16. Provide the absence of conflicts of interest in relation to the Project staff involved in the procurement process, and members of tender commissions;
17. Prepare the preliminary versions of contracts for approval;
18. Assist in the organization of the delivery of goods to the relevant implementing agency or beneficiary;
19. Inform supplier of any damage or defects in the goods supplied and ensure their elimination;
20. Manage all activities in relation to disputes with consultants or suppliers and guarantors of the purchased goods;
21. Regularly review and make adjustments to the Project’s Procurement Plan in consultation with the relevant coordinators of the Project components, PIU Manager, Financial Manager and the World Bank, and timely submit procurement plan for consideration by the World Bank through STEP;
22. Monitor and administer contracts signed with international and local consultants under the Project;
23. Consider complaints on procurement, including proper record keeping and registration, notification of the World Bank and preparation of responses;
24. Maintain documentation on procurement under the Project in order to assist in conducting inspections by an independent auditor and the supervisory missions of the World Bank;
25. Prepare procurement reports for the PIU Manager;
26. Take other measures necessary to facilitate the effective and timely implementation of the Project.

**4. Organization of Work and Reporting:**

Senior Procurement Specialist in his/her daily activities will report to the Head of PIU and regularly coordinate the project implementation measures with the World Bank’s Country Office in the Kyrgyz Republic.

**5.Resources Provided by the Employer:**

Room, office and technical equipment, basic office supplies necessary for the implementation of the activities under this Terms of Reference.

**6.Terms and Conditions of Employment:**

Contract will be signed until December 31, 2019 with the possibility of annual extension until the end of the project subject to compliance with section 3 of this Terms of Reference.

During the 4-month period from the contract signing the candidate shall complete the following trainings or provide prove if candidate already completed such trainings:

1. Global Contract Management MOOC (English) available at: <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. On line 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>

**7.Qualification Requirements for Candidates:**

1. University degree or Master degree in procurement logistics, international business and business administration, or other equivalent fields is mandatory;
2. Possession of professional certificates in the sphere of procurement is an asset;
3. Good knowledge and work experience with the public procurement system is an advantage;
4. At least 3 years of experience in managing the procedures and rules of international and public procurement of goods, works and consulting services, preferably in accordance with the Procurement Guidelines of the World Bank within the last 5 years;
5. Excellent knowledge of Russian is mandatory;
6. Advance level of English language knowledge is an advantage;
7. Good knowledge of Kyrgyz language knowledge is an asset;
8. Knowledge of Microsoft Office applications (Word, Excel, PowerPoint) and STEP is mandatory;