

Kyrgyz Republic
Enhancing Resilience in Kyrgyzstan Project

Senior Procurement Specialist for PIU
Draft Terms of References

I. Project Development Objective and Description

The overall objective of the **Enhancing Resilience in Kyrgyzstan Project** is to support the Government of Kyrgyzstan in strengthening its capacity to respond to disasters, in providing safer and improved learning environment for children, and in reducing adverse financial impacts of natural hazards on the government budget and population.

Proposed components and sub-components:

Component 1: Strengthening Disaster Preparedness and Response Systems (MoES)

The objective of this component is to strengthen the disaster preparedness and response systems of the MoES, including improvements in Crisis Management Systems, Department of Hazard Monitoring and Forecasting, Fire and Rescue Services, and Training and Re-Training Center.

Component 2: Improving Safety and Functionality of School Infrastructure (MoE/SAACCS)

The objective of this component is to improve the safety and functionality of school infrastructure by implementing the State Program on Safe School and Pre-School of the Kyrgyz Republic (2015-2024). An integrated approach will be used to prioritize and optimize investments while ensuring safer and quality learning environments.

Component 3: Enhancing Financial Protection (SAFMSR)

The objective of this component is to support the catastrophe insurance in the Kyrgyz Republic. It will be done through a two-fold objective to increase insurance penetration and improve the capacity of the SIO to operate without reliance on government funding by means of improving its insurance operations and risk transfer to the global reinsurance markets.

Component 4: Project Management and Monitoring & Evaluation

Supporting the implementation and management of project activities, including technical, safeguards and fiduciary support, as well as M&E and reporting.

Component 5: Contingent Emergency Response Component (CERC)

This Component will allow for reallocation of credit proceeds from other components to provide emergency recovery & reconstruction support following an eligible crisis or emergency.

II. Purpose and Objectives

The purpose of this activity is to assist the Ministry of Emergency Situations of the Kyrgyz Republic by providing professional procurement consulting services to ensure the timely implementation of the ERIK project and compliance with the Credit Agreement, the World Bank's Procurement Guidelines (as amended in July 2016), and Kyrgyzstan legislation. This implies, but is not limited to, the organization and implementation of procurement activities under the Credit.

III. Scope of services

The Consultant shall execute the following tasks:

- Participate in the development of the procurement management plan and its update

- under the Project;
- Prepare a procurement plan and budget for project activities;
 - Implement procurement procedures and inform team members on any significant delays;
 - Take all necessary measures to accelerate the procurement process;
 - Receive technical specifications and terms of references from various government experts;
 - Prepare draft bidding documents in accordance with the standard World Bank template and submit them for approval;
 - Prepare and issue advertising materials required in accordance with procurement procedures;
 - Respond to requests for clarification, prepare and edit bidding documents when required;
 - Organize and maintain minutes of the results of pre-bidding meetings;
 - Organize and maintain bid opening minutes, prepare and submit bid opening minutes to the World Bank;
 - Provide advices related to procurement at meetings of the Tender Committee;
 - Prepare evaluation reports in the format required by the World Bank and provide them to the World Bank for approval;
 - Organize and participate in negotiations on biddings and record reached agreements;
 - Prepare notifications for the contract award and information for the bidding winners (legal entities or individual consultants);
 - Participate in negotiations on finalizing contracts with bidding winners (legal entities or individual consultants);
 - Prepare contracts for signature of the parties in accordance with the bidding documents and the Guidelines. Monitor the receipt of signed contracts and guarantees on contracts;
 - Keep procurement documents of the project;
 - Assist in the preparation of procurement reports for provision to the World Bank;
 - Contribute to the development of Operational Project Manual, PAD, PPSD;
 - Contribute to the preparation of interim reports on the progress of the Project;
 - Interact with the procurement staff of the World Bank and receive all necessary clarifications before issuing the bidding documents or awarding the contract;
 - Participate in the audit of the Project.
 - Work with the STEP portal and download all necessary documents;
 - Work with public procurement portal and conduct tenders when required.
 - Responsible to the PIU Head.

IV. Qualification requirements and evaluation criteria:

- Higher education in areas such as procurement logistics, international business and business administration, engineering, finance, law or in other relevant fields;
- At least 5 years of professional experience related to this position, in the World Bank projects or other projects funded by donor organizations;
- Knowledge and professional experience in the management and implementation of procurement procedures in accordance with the rules and procedures for procurement of the World Bank;
- Good knowledge of public procurement;
- Experience in development of Procurement Strategies and procurement charters of POMs

- Excellent knowledge of Russian and advanced knowledge of English are mandatory;
- Knowledge of Kyrgyz is an advantage;
- Computer skills (Windows, MS Office, Internet Explorer).