**Agribusiness Competitiveness Center (ABCC)**

**“Integrated Dairy Productivity Improvement” project**

**Phase 1 (loan 5918-KG, grant D147-KG)**

**TERMS OF REFERENCE**

**ABCC Procurement Specialist**

**I. Background:**

International Development Association (IDA) provided loan and grant funds to the Government of the Kyrgyz Republic. The objective of the Project is to enhance dairy animal productivity and milk quality on Beneficiary farms. The Project consists of the following components:

**Component 1:** Strengthening Public and Private Services in the Dairy Sector

1. Improvement of public-private dialogue by organizing an inclusive dialogue process, involving key business associations, entrepreneurs, regional government bodies, regional governors and development partners; and implementation of social process to ensure strong awareness about the public-private dialog mechanism and agro-sector reforms among farmers.
2. Support for cattle identification and registration through financing animal tags, tagging activities, means of communication for animal identifiers, and training of veterinarians in collection and storing the information in the database.
3. Procurement of high quality semen straws to ensure early breeding improvement in the Project area.
4. Establishment of veterinary-check points.

**Component 2:** On-farm Productivity Enhancement

Support for on-farm improvements with respect to:

1. Fodder production and feeding management.
2. Animal husbandry and farm management, including:(i) animal housing, general management and handling; (ii) animal health, farm hygiene and clean milk production; (iii) breeding management; and (iv) manure management.
3. Milk collection, cooling and handling.

**Component 3:** Farm-level Investments

1. Provision of Sub-financings to DBGs or DBG Members, as the case may be, to finance eligible Sub-projects aimed at: (i) addressing short-term needs to improve dairy animal productivity, such as financing for seeds, fertilizer and other inputs for spring and winter planting and harvesting activities and animal feeding; or (ii) herd improvement and other productive assets improvement.
2. Provision of technical assistance to DBGs, farmers, milk collection agents and dairy processors to enhance their awareness of, and their capacity to gain access to, existing financing programs.

**Component 4:** Project Management

Strengthening the ABCC’s and CLMU’s capacity for Project management, monitoring and evaluation, through provision of goods, consultants’ services, Training, and financing of Incremental Operating Costs.

The Executing Agencies are the Ministry of Agriculture, Food Industry and Melioration of the Kyrgyz Republic and the Ministry of Finance of the Kyrgyz Republic.

The Implementing Agencies are the Agribusiness Competitiveness Center (ABCC) and the Credit Line Management Unit under the Ministry of Finance of the Kyrgyz Republic (CLMU “IDPIP”).

**Objectives:**

According to the requirements of the Grant 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 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 relevant legislation of the Kyrgyz Republic. The Procurement Specialist shall ensure transparency and efficiency of the procurement process with a corresponding minimization of the costs of all activities under all components of the Project.

**3. Scope of services:**

Responsibilities of the Procurement Specialist include, inter alia, the following:

1. Conduct international and national competitive bidding for the procurement of goods 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 Commission;
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 ABCC Director;
26. Take other measures necessary to facilitate the effective and timely implementation of the Project.

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

* Procurement Specialist in his/her daily activities will report to the ABCC Director and regularly coordinate the project implementation measures with the Task Team Leader of the World Bank and the World Bank’s Country Office in the Kyrgyz Republic.
* The Procurement Specialist shall submit to the ABCC Director the following types of progress reports: a) quarterly report, and b) annual report.
1. **Resources Provided by the Employer:**

Room, office and technical equipment, basic office supplies necessary for the implementation of the TOR.

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

Contract will be signed for 12 months with the possibility of annual extension until the end of the project subject to compliance with section 3 of the TOR. The Contract will include three month probation period.

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

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. 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>
6. **Qualification Requirements for Candidates:**
7. University degree or Master degree in procurement logistics, international business and business administration, or other equivalent fields is mandatory;
8. Possession of professional certificates in the sphere of procurement is an asset**;**
9. Good knowledge and work experience with the public procurement system
10. At least 3 years of experience in managing the procedures and rules of international and national procurement of goods, works and consulting services, preferably in accordance with the Procurement Regulations of the World Bank within the last 8 years
11. Good command of Russian and English is a must;
12. Good knowledge of Kyrgyz language knowledge is an asset**;**
13. Knowledge of Microsoft Office applications (Word, Excel, PowerPoint) is mandatory.