**TERMS OF REFERENCE**

**Procurement Specialist (Consultant)**

**Contract Identification No.: M4Y-5-CS-INDV**

**Municipalities for Youth in Kosovo Project**

1. **Background**

The Government of Kosovo (GoK) has received a grant in the amount of US$ 2.79 from the Japan Social Development Fund, administered by the World Bank, to support socioeconomic inclusion of marginalized youth in Kosovo. The grant is being implemented by a Project Management Unit (PMU) in the Ministry of Local Government (MLG). The Municipalities for Youth (M4Y) in Kosovo project aims to improve cooperation and trust between youth and local governments by enabling local governments to address youth socioeconomic needs through better-targeted youth initiatives and services. Building on the Municipal Performance Management System (MPMS) – a performance-based incentive grant system implemented by MLG to provide financing for municipal capital investments, the M4Y project will earmark funds to selected municipalities for youth-driven and youth-selected subprojects with the purpose of improving the delivery of youth-related small infrastructure and services at the community level.

The M4Y is predicated on a demand-driven approach to local youth programming. All initiatives prioritized for funding will be identified by youth through a participatory planning process that involves targeted beneficiaries, community stakeholders and local governments. **The objective of the M4Y is to improve the socioeconomic inclusion of at least 3,000 marginalized youth in vulnerable communities in Kosovo through youth-driven civic engagement and skills building activities.** The project will be implemented in minimum 10 municipalities across all 7 regions of Kosovo and include municipalities from minorities. Within selected municipalities, the project will target about 50 vulnerable communities to benefit from the positive and productive engagement of local youth. The project will complement the IDA-funded Connecting Youth Project (CYP) with a proposed budget of US$20 million. The two projects will have geographical overlap in 10 municipalities (CYP will cover all 38 municipalities), coordinated outreach activities and M&E systems with aligned indicators.

The project is structured around 3 components, implemented over a period of 3 years.

**Component 1: Subgrants for Youth-Driven Community Development Initiatives** finances subprojects prioritized by youth to improve youth-friendly facilities and services. The component will finance two rounds of subgrants to establish youth-driven community development initiatives that support youth inclusion and livelihoods at the community level. Through these subgrants, the project will finance about 200 youth-driven initiatives. Through these community-level activities, minimum 5,000 youth will gain greater access to youth-related services or community infrastructure. This component will also finance an objective community needs and mapping assessment to identify target communities.

**Component 2: Youth Stakeholder Training** will support youth mobilization, skills development, training of 3,000 youth, and coaching activities to support the engagement of young women and men in the subgrants described in Component 1. This will include: (i) community mobilization and outreach activities; (ii) soft skills training and project preparation/management training for youth in target communities; (iii) technical support for youth groups and CBOs; and (iv) follow-up support for youth throughout subproject implementation, including opportunities for work experience.

**Component 3: Project Management and Administration, Monitoring and Evaluation, and Knowledge Dissemination** will cover the costs of a PMU, establishment of operational support mechanisms (MIS), travel, telecommunications, printing and other office expenses, processes to respond to beneficiary feedback, as well as managerial oversight and external audits.

1. **Objective of assignment**

To support the Project Management Unit (PMU) on all procurement aspects of the Municipalities for Youth **(**M4Y) project. The Procurement Specialist will work with and support the Project Coordinator to conduct procurement activities under the project and update Procurement Plan for guiding and supporting purchases made under the project. S/he will provide advice on all procurement related matters, will help drafting bidding documents and requests for proposal (RFP), including shortlist of firms/consultants, participate and assist the PMU and respective evaluation committee in the bid evaluation and selection process for consultants and preparation of evaluation report and contract award recommendation, on the draft correspondence with bidders/consultants, draft procurement related correspondence between the PMU and the Bank. S/he will ensure that each procurement activity is carried out in compliance with the credit agreement and in accordance with the World Bank’s Procurement Regulations for IPF Borrowers: Goods, Works, Non-Consulting Services and Consulting Services (the Procurement Regulations), issued in July 2016, and revised November 2017 and August 2018. The Procurement Specialist, along with Project Coordinator will use the online tool STEP (Systematic Tracking of Exchanges in Procurement) for all procurement transactions.

1. **Duties and responsibilities**

The specific functions and responsibilities of the Procurement Specialist include, but are not limited to:

* Management of all project procurement activities;
* Update, elaborate and maintain the Procurement Plan in close collaboration with the Project Coordinator; Assist the PMU in revising/adjusting the Procurement Plan as needed during the life of the project and revise/update information through the STEP. Assist the PMU in maintaining respective procurement records (in hard copy and through STEP), including advertisements, bidding documents, correspondence with the Bank and with bidders, evaluation reports, draft contract/signed contracts, clearances form the World Bank, etc.;
* Assist Project Coordinator in preparation of procurement documents (documents (Request for bid –RFB), Request for Quotation (RFQ), and Request for Proposal (RFP)) in accordance with the agreed Procurement Plan and in line with the Bank’s Procurement Regulations and standards documents as well as the timetable agreed with the World Bank;
* Assist PMU to identify the appropriate selection method, preparation of RFP and procurement proceedings for selection of consulting services;
* Advertisement inviting bids Specific Procurement Notice (SPN)/Request for Expression of Interest (REOI) in newspapers.
* Review of the Technical Specifications and Terms of References prepared by Technical Experts or other PMU members and ensure consistency with the other sections of the bidding documents and request for proposal documents;
* Assist the Project Coordinator for public bid opening, preparation of the minutes of the bid opening;
* Assist in bid evaluation and provide training to bid evaluation committee members on the World Bank procurement procedures;
* Assist the PMU and evaluation committee on evaluation of bids/quotations/proposals (with written clarifications if necessary) and preparation of the bids/quotations/proposal evaluation reports, with recommendation of award.
* Assist the Project Coordinator to submit request for “no objection” for different phases of the selection process (such as Bidding documents, evaluation reports, draft contract, etc) of prior review contracts;
* Assist the Project Coordinator in organizing negotiations with the selected consultants and finalizing contracts with the awarded contractors, suppliers etc;
* Publish the contract award notification of unsuccessful bidders / consultants;
* Assist Project Coordinator in checking and approving invoices to make sure that they are in accordance with the contract provisions (before submittal to accountant for payment);
* Along with Project Coordinator, facilitate post-review and procurement audits on a random basis by the World Bank’s supervision missions;
* Assist Project Coordinator and contract client/beneficiaries in settling disputes, if any, under contracts with contractors and follow up on shortages and defective supplies according to contract provisions;
* Maintain proper records of all procurement documentation, and develop a procurement monitoring and reporting system according to the requirements of the World Bank (in hard copy and through STEP) and the Kosovo legislation;
* Encourage and facilitate training of staff to enhance the experience and qualification of staff;
* Along with Project coordinator, monitor and follow up the implementation of the procurement plan and submit monthly report (or as required) on actual status of contracts progress, and issues.

1. **Reporting**

The Procurement Specialist will report to the M4Y Project Coordinator & Project Director or a person, to whom these authorities delegated.

1. **Qualifications**

* Bachelor degree in Economics, Business Management, Engineering, Law or equivalent; Preferable a master degree;
* At least 5 years’ procurement working experience, preferably with international organizations such as the World Bank or other donor funded projects in procurement management with specific/relevant experience in procurement for goods, works, technical and consulting (TA);
* Working experience under Kosovo Public Procurement rules/regulations;
* Experience in projects or organizations with large budgets (e.g., above 1 million budgets) and purchasing of services/products will be considered an advantage;
* Practical experience with grant management (procurement aspects) is an advantage;
* Knowledge of the public sector at the central and local/regional levels in Kosovo is an advantage;
* Fluency in Albanian and English (read, write and speak); knowledge of Serbian is preferred;
* Excellent computer skills and mastering of MS Word, MS Excel;
* Excellent communication and team working skills;
* Excellent oral, written, interpersonal and organizational skills.

1. **Type and engagement period:**

The Procurement Specialist is a full time position in MLG Central Office in Pristina, whose engagement will last until 30 January 2023.