

## **TERMS OF REFERENCE**

For Consulting Services (Individual Consultant)

### **“Procurement Specialist”**

Contract No. MOES-IC-03 PS

Ukraine Improving Higher Education for Results Project

World Bank Loan No. 9238-UA

## **I. BACKGROUND**

Ukraine and the International Bank for Reconstruction and Development (IBRD, the World Bank) have signed the Loan Agreement No. 9238-UA in the amount of US\$200 million for the Project ‘Ukraine: Improving Higher Education for Results’ (hereinafter referred to as the Project). The Project is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MESU) with support of the World Bank Group. The Project implementation period is 2021-2026.

The Project Development Objective (PDO) is to improve efficiency, conditions for quality, and transparency in the higher education system of Ukraine.

The Project includes four components:

- Component 1: Sector-Wide Improvements to Governance, Financing, Quality, and Transparency;
- Component 2: Alliances/Partnerships for Improved Efficiency and Quality;
- Component 3: Capacity Building and Education Environment Enhancement;
- Component 4: Project Management, Monitoring & Evaluation

The Project supports two categories of expenditures: (i) traditional investments in goods, works, and services, for which disbursements are made against eligible expenditures; and (ii) defined performance-based conditions (PBCs), for which disbursements are also made against eligible expenditures conditional on the achievement of the PBCs as defined in the Loan Agreement and Project Operational Manual.

As a requirement of the Loan Agreement, MESU established a Project Implementation Unit (PIU) to conduct day-to-day Project management and coordination in disbursement, procurement, financial management, compliance with environmental and social standards, reporting and other Project-related activities. In order to ensure efficient implementation of the Project, MESU shall engage individual consultants for the PIU.

## **II. OBJECTIVE**

The objective of this assignment is to provide assistance and advice to MESU on procurement of goods, works, and services under the Project in accordance with IBRD requirements as well as monitoring of contract implementation. The Project Procurement Specialist (the Specialist or Consultant) shall provide consulting services as specified in this Terms of Reference.

## **III. SCOPE OF SERVICES**

The Consultant shall provide the following services and tasks:

- 1) participate in updating of the Project Procurement Plan, including through the World Bank's electronic System for Tracking Exchanges in Procurement (STEP) and appropriate cost estimates to it under the Project;
- 2) prepare draft procurement documents in accordance with Ukrainian legislation in terms of the subject of procurement, technical and qualitative characteristics and the IBRD requirements, including procurement notices under the Project;
- 3) provide professional assistance to other PIU consultants as it pertains to general requirements to preparation of terms of reference or specifications;
- 4) assist MESU in organization and conduction of procuring goods, works and services under the Project in line with Ukrainian legislation and the IBRD requirements;
- 5) assist MESU in carrying out bid and proposal evaluation under the Project in accordance with IBRD requirements;
- 6) assist MESU in preparation of evaluation reports under the Project in accordance with all the IBRD requirements;
- 7) participate in negotiations with successful bidders or consultants (if necessary), help MESU to prepare and no object draft contracts under the Project with the successful bidders or consultants and the IBRD as the case may need;
- 8) work together as a team with other procurement consultants and staff on all procurement activities as advised by the MESU and exercise flexibility in dealing with packages under the four above-mentioned components of the Project;
- 9) provide assistance to other PIU consultants in contracts administration and preparation of the contract amendments and contract reports under the Project;
- 10) provide explanations to PIU members, Tender Committee members, other employees of MESU, and/or beneficiary higher education institutions (HEIs) regarding procurement rules and procedures of IBRD;
- 11) prepare reports on procurement under the Project for the IBRD and interested government bodies;
- 12) keep procurement documents in prescribed way and for prescribed period under the Project;
- 13) participate (if necessary) in amending the Project Operational Manual;
- 14) carry out other assignments and activities related to the Project implementation within his/her competence upon request of the Project Coordinator(s) and/or the Project Manager – Lead of group of consultants.

#### **IV. REPORTING**

The Procurement Specialist will report to the Project Coordinator(s) and Project Manager – Lead of group of consultants. The Consultant shall submit monthly reports in hard copy. The reports shall include description of services provided by the Consultant during the reporting period.

#### **V. PROVIDED RESOURCES**

MESU shall provide the Consultant with information necessary to carry out his/her assignment in a timely manner. MESU shall provide the Consultant with a workplace, including necessary equipment to carry out his/her functions (e.g. PC, communications and office equipment).

#### **VI. QUALIFICATION REQUIREMENTS**

##### **Minimum Requirements (Mandatory):**

- Master's Degree or complete higher education Degree in procurement, economics, law, management, finances, accounting, or audit;

- At least two (2) years of practical experience under World Bank Procurement Regulations for IPF Borrowers after July 1, 2016;
- At least one (1) year of practical experience of using STEP;
- At least four (4) years of relevant experience as Procurement Specialist with full knowledge of procurement techniques and practices used in public sector;
- Proficiency in English reaching at least B2 level according to the Common European Framework of Reference (CEFR)<sup>1</sup> definition or any other certificate confirming at least Upper-Intermediate level, including knowledge of economic, legal and technical terminology related to the Project;
- Fluency in Ukrainian;
- Advanced PC user, knowledge and practical skills in using Microsoft Office (MS Word, Excel, Power Point) package, e-mail and databases;
- Knowledge on Ukrainian legislation on public procurement.

**Desired (optional) competences and experience:**

- Experience in procurement using ProZorro public procurement e-system;
- Other relevant procurement experience in public or private institutions and organizations or enterprises;
- Knowledge of World Bank's procedures on financial management;
- Experience in World Bank investment projects.

**VII. PERIOD AND LOCATION OF EMPLOYMENT**

The Consultant shall provide his/her services during 2 years (24 months) with 3-month probation period (subject to extension if necessary) with possibility to extend the contract for Project implementation period which lasts until December 31, 2026. MOES will conduct annual performance reviews and adjust contract if performance is unsatisfactory or if other conditions warrant this.

The Consultant shall provide his/her services on full-time basis.

The Consultant will be based at the premises of the MESU, in Kyiv, Ukraine. The Consultant should be required and expected to take business trips (as needed) to other regions of Ukraine to support implementation of the Project.

Interested persons should submit their CVs in Ukrainian and English, and a certificate on English proficiency (if available) at the following e-mail address: [uiherp@mon.gov.ua](mailto:uiherp@mon.gov.ua) indicating subject of the letter: «P171050: Procurement Specialist». The deadline for submission of the documents is 17:00 local time 14 August 2022.

**VIII. TERMS, CONDITIONS, AND REMUNERATION**

Remuneration would be attractive based on market price, qualifications, and experience.

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<sup>1</sup> The Common European Framework of Reference (CEFR) for Languages was developed by the Council of Europe to provide a common basis for elaborating language learning, teaching and assessment across Europe. For more details, see: <https://www.coe.int/en/web/common-european-framework-reference-languages/home>