

TERMS OF REFERENCE
for consulting services (individual consultant) for the position of
«Procurement Specialist»

Procurement No. LEARN-3.1-PIU-IC-01

I. Background

The Ministry of Education and Science of Ukraine is implementing projects financed by the World Bank, including: Ukraine Improving Higher Education for Results Project (UIHERP) and Lifting Education Access and Resilience in times of Need in Ukraine Program (LEARN) Program and plans to prepare and implement new operations in cooperation with the World Bank (hereinafter referred to as the Operation(s)).

UIHERP

Ukraine and the IBRD have signed Loan Agreement No. 9238-UA of US\$200 million for the Project "Ukraine: Improving Higher Education for Results" (hereinafter referred to as UIHERP). UIHERP is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MoES) with the support of the World Bank Group. UIHERP implementation period is 2021-2026.

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

UIHERP includes six parts:

Part 1: Sector-Wide Improvements to Governance, Financing, Quality, and Transparency.

Part 2: Alliances/Partnerships for Improved Efficiency and Quality.

Part 3: Capacity Building and Education Environment Enhancement.

Part 4: Project Management, Monitoring & Evaluation

Part 5: Component 5: Support to Academic Scholarships under MoES and Social Scholarships under MOSP for Higher Education Students

Part 6: Contingent Emergency Response (CERC)

UIHERP 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 UIHERP Operational Manual.

More detailed information is given at the link <https://projects.worldbank.org/en/projects-operations/project-detail/P171050>

LEARN

Ukraine and World bank have signed the agreements for the Program “Lifting Education Access and Resilience in times of Need in Ukraine Program” (hereinafter referred to as the LEARN or Program).

LEARN total financing is US\$415 million using a combination of the World Bank's financial instruments: Program-for-Results (PforR) complemented by Investment Project Financing (IPF).

The Program-for-Results (PforR) is implemented through a US\$235 million credit provided by Bank resources, supported by credit enhancement from the Advancing Needed Credit Enhancement for Ukraine (ADVANCE Ukraine) Trust Fund, which is backed by the Government of Japan. This is formalized under the Financing Agreement between Ukraine and the International Development Association for the Program (CREDIT NUMBER 7626-UA). An additional US\$150 million is provided under the Special Program for Ukraine and Moldova Recovery (SPUR) of the International Development Association (IDA) Crisis Facility, as outlined in the Loan Agreement between Ukraine and the International Bank for Reconstruction and Development for the Program (LOAN NUMBER 9721-UA).

Furthermore, US\$30 million in Investment Project Financing (IPF) is secured under the Grant Agreement between Ukraine and the International Bank for Reconstruction and Development and the International Development Association, acting as the administrator of the Ukraine Relief, Recovery, Reconstruction, and Reform Multi-Donor Trust Fund (URTF GRANT NUMBER TF0C5794).

LEARN was developed to address critical challenges and provide essential support to the education sector, aligning with the Ministry of Education and Science's (MoES) Strategic Action Plan.

LEARN will focus on supporting the Strategic Action Plan Priority 2: School education and the New Ukrainian School (NUS). The continuation of the NUS reform is a key priority of the MoES.

The objectives of the Program are to (i) improve teaching and learning conditions; and (ii) strengthen management capacity of the education system.

The Program is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MoES) with the support of the World Bank Group. The implementation period is 2024-2027.

More detailed information is given at the link <https://projects.worldbank.org/en/projects-operations/project-detail/P504171>

Management of the above Operations is implemented by World Bank Operation Management Unit also referred as Project Implementation Unit (WBOMU/PIU) established to support MoES with day-to-day the operation management and coordination in administration, disbursement, procurement, financial management, monitoring and expert support compliance with environmental and social standards, reporting and other activities, including preparation and expansion of existing operations.

The Consultant will be contracted through competitive selection in line with the World Bank's Procurement Regulations for IPF Borrowers, Sep 2023. This Terms of References defines the purpose, Scope and duration of consulting services and qualification requirements for the Consultant.

II. OBJECTIVE

The objective of this assignment is to provide assistance and advice to MOES on procurement of goods, works, and services under the Operations in accordance with World bank requirements as well as monitoring of contract implementation.

III. SCOPE OF SERVICES

The Consultant shall provide the following services and perform the following tasks, including but not limited to:

- Participate in updating the Action Plan and Procurement Plan of Operations, including through the World Bank's electronic system Systematic Tracking of Exchanges in Procurement (STEP), and related cost estimates under the Operations;
- Preparation of draft bidding documentation in accordance with the legislation of Ukraine in terms of the subject of procurement, technical and quality characteristics and requirements of World bank, including procurement notices under the Operations;
- Providing professional assistance to other consultants regarding general requirements for the preparation of Terms of Reference or specifications;
- Assistance to the MOES in organizing and conducting procurement of goods, works, and services under the Operations according to the procedures specified by the legislation of Ukraine and the requirements of the World bank;
- Assistance to the MOES during evaluation of bidding documents and proposals under the Operations in accordance with World bank requirements;
- Assistance to the MOES in preparing evaluation reports under the Operations in accordance with all World bank requirements;
- Participation in negotiations with successful bidders or consultants (as necessary), assistance to the MOES in the preparation of draft contracts;
- Collaborate as a team with other procurement consultants and staff on all procurement activities in accordance with MOES recommendations and apply a flexible procurement approach;
- Provide assistance in contracts administration and preparation of the contract amendments and contract reports;
- Provide explanations to PIU members, Tender Committee members and other employees of MOES regarding procurement rules and procedures of World bank;
- Preparation of procurement reports under the Operations for World bank and for other interested government agencies;
- Maintaining procurement documentation in accordance with the established procedure and within the established period under the Operations;
- Participating (if necessary) in amending the Operations Manuals and Project Procurement Strategy for Development;

- Perform other tasks and activities related to the implementation of the Operations, within his competence upon request of the Project Coordinator(s) and/or the Project Manager – Lead of group of consultants / Head of WBOMU/PIU.

IV. REPORTING

The Consultant will report to and operate under the overall supervision of the Operations Coordinator and the Head of WBOMU/PIU / 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

MoES will provide the Consultant with information necessary to carry out his assignment, in a timely manner. MoES will 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 three (3) years of practical experience in accordance with the World Bank Procurement Regulations for Borrowers of Investment Project Financing after July 1, 2016;
- At least one (1) year of practical experience using STEP;
- At least five (5) years of relevant experience as a procurement specialist with full knowledge of procurement methods and practices used in the public sector;
- Fluency in English;
- Fluency in Ukrainian;
- Advanced PC user, knowledge and practical skills in using the Microsoft Office (MS Word, Excel, Power Point), email and databases;
- Knowledge of Ukrainian legislation on public procurement.

Desired (optional) competences and experience:

- Experience in procurement using the ProZorro electronic public procurement system;
- Other relevant procurement experience in public or private institutions, organizations or enterprises;
- Experience in World Bank investment projects.

VII. PERIOD AND PLACE OF WORK

The consultant shall provide his/her services until December 31, 2026 with potential prolongation till the end of the Operation(s).

The Consultant shall provide services on a full-time basis.

The services are planned to be rendered in Kyiv, Ukraine. It is expected that the Consultant may provide the Services remotely with mandatory presence upon request to be in the premises of MoES. The Consultant should be required and expected to take business trips to other regions of Ukraine to support the implementation of the Operations.

The terms of the contract and the work schedule are subject to negotiation.

VIII. APPLICATION PACKAGE

Interested persons should submit their CVs in Ukrainian and English at the following email address: oleksandr.radchenko@uiherp.org Cc: serhiy.artemenko@uiherp.org indicating the email's subject: "LEARN-3.1-PIU-IC-01: Procurement specialist: [NAME]".

If the Consultant fails to provide CVs in both languages, the Client reserves the right to reject the Consultant's application.

The deadline for submission of applications is 1:00 pm Kyiv time February 3, 2025.