

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES –SELECTION OF INDIVIDUAL CONSULTANTS)**

***REPUBLIC OF MACEDONIA***

***LOCAL AND REGIONAL COMPETITIVENESS PROJECT (2016-2019)***

Grant No.: IPA 2 - 2014

**Assignment Title: Procurement Specialist**

**Reference No.** (as per Procurement Plan): \_\_to be administered by the World Bank\_\_

The Government of the Republic of Macedonia intends to use Grant from European Union Instrument for Pre-Accession (IPA) 2, the funds allocated for the year 2014 and administered by the World Bank (WB) towards the cost of the Project for Local And Regional Competitiveness, and intends to apply part of the proceeds for individual consultancy services under this Project.

The consulting services (“the Services”) include, but are not limited to:

- Overall management and coordination of the procurement activities under the project, including cooperation and coordination with relevant departments within Beneficiary(ies) and sub-grant beneficiary institutions on obtaining technical documents (such as TORs, technical specifications, etc. as relevant) related to the particular activity/task/result; coordinating the procurement/selection/ evaluation process, contracting and supervision and monitoring of the contracts, as well as obtaining necessary clearances within the MSES and World Bank and keeping all procurement related records in proper order acceptable to MSES and the World Bank,
- Coordinating and preparation of bidding and proposal documents;
- Preparing and submitting for publication procurement notices and contract award notices in relevant media as required for the specific procurement/selection method;
- Coordinating and organize bidding and selection procedures, as well as receipt of bids and proposals;
- Providing assistance to Evaluation Committees during evaluation process;
- Preparing evaluation reports and assisting in process of internal clearances of various documents;
- Preparing and updating Procurement Plan, and assisting in obtaining its internal clearances, as well as monitoring procurement activities against the procurement plan and verify that all proposed purchases are eligible for financing; Collaborating closely with the other concerned agencies on procurement matters, especially on technical matters, such as preparation of technical specifications or similar, if necessary;
- Ensuring that procurement is done in accordance with the applicable WB regulation;
- Other duties as described in the ToR for the Procurement Specialist post.

The detailed Terms of Reference (ToR) for the above referenced consulting services shall serve as guidance to advertise the position publicly and/or invite qualified potential consultants to join PIU in accordance with applicable World Bank procurement guidelines. The ToR can be found on the website of The Cabinet of the Deputy Prime Minister in charge of economic affairs of the Government of the Republic of Macedonia at [www. http://www.vicepremier-ekonomija.gov.mk](http://www.vicepremier-ekonomija.gov.mk) and on the Local and Regional Competitiveness Project web site [www.lrcp.mk](http://www.lrcp.mk)

The Cabinet of the Deputy Prime Minister in charge of economic affairs of the Government of the Republic of Macedonia now invites eligible individuals ('Consultants') to indicate their interest in providing the Services. Interested Consultants should provide information (curriculum vitae and references in English language only) demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- University Degree in Business Administration, Economics, Engineering, Law, Finances, Accounting;
- Minimum 3 years of relevant professional experience in Procurement;
- Minimum 2 years experience in working with World Bank Procurement;
- Good understanding of Government financial management regulations and systems at central levels
- Good communication and social skills;
- Computer skills (Word, Excel, Access);
- Fluency in Macedonian and working knowledge of English;
- Have a clean police record, dispose of all civil rights and no previous implication in fraud.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* dated January 2011, Revised July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment as per paragraph 1.9 of Consultant Guidelines:

*World Bank policy requires that consultants provide professional, objective, and impartial advice and at all times hold the client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Recipient.*

A consultant will be selected in accordance with Section V. Selection of Individual consultants set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours from 8.30 – 16.30h local time.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 22.11.2017 before 1600 hrs local time.

The Government of the Republic of Macedonia/  
The Cabinet of the Deputy Prime Minister in charge of economic affairs of  
Attn: Ms Maja Baric, Contact point  
Blvd.Iinden 2, 1000 Skopje, R.Macedonia  
Tel: +389 (0)2 3114 258; 3118 022 ext. 111, 234  
Fax: +389 (0)2 3221 506  
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