

## **TERMS OF REFERENCE – Procurement Specialist**

### ***Background***

LRCP is a four year investment operation, which will be financed with a grant from the European Union. LCRP will be managed as a Hybrid Trust Fund and will consist of four components, one executed by the Bank and three by the Government of Macedonia. The activities in the Bank-executed component will help to continue, scale up, and expand the capacity building and technical assistance activities in tourism. At the same time, the Bank's technical and advisory assistance to sector level policies and measures that would benefit and complement the activities under the recipient-executed components. Those components will finance technical assistance, equipment, and capacity building in selected tourism destinations that are able to demonstrate sound market potential, strategic location as part of a broader 'theme' or itinerary, and a high development impact. Layering support in management, skills, innovation, and local planning with critical public infrastructure investments is considered to be the most effective approach to developing competitive and productive destinations that appeal to both private investment and consumers. The mayor part of the Project is dedicated to the investments in tourism-related infrastructure and services at destinations. Therefore a support for large and small-scale investments at selected tourism destinations is envisaged in order to upgrade the product offer in terms of attractions, sites, and general visitor experience. The proposed sub-projects could also be implemented in partnership with civil society organizations and private sector stakeholders, including professional organizations.

The investments in infrastructure sub-projects could include:

- Restoration of cultural and natural heritage sites, facades of traditional and historic significance buildings (buildings of historic value and/or traditional architecture);
- Rehabilitation of municipal infrastructure and utilities in the central historic areas (historic cores) and publicly owned vacation facilities;
- Improvement of access roads to sites and attractions, landscaping and public parking
- Signposting;
- Upgrading public spaces and cultural buildings, ski and spa resort facilities;
- Mapping and upgrading of hiking and biking routs and trails;
- Construction or rehabilitation of tourist information kiosks and offices, and public toilets.

The primary beneficiaries of the infrastructure sub-projects will be local communities, municipalities, and local, regional and international visitors. Indirect beneficiaries will include professional organizations and private sector stakeholders who will benefit from improved conditions for business and market development.

The Project also aims to improve the ability of destinations to increase productivity, service quality, linkages and innovation, employability, and local economic growth. Therefore, Grants for enhanced tourism service-delivery and local economic impact will be provided. The grants will be available for activities that serve these objectives, helping to directly address key needs highlighted in the destination needs assessments. Activities could include technical assistance and capacity-building (e.g. design and

implementation of local supplier linkages programs, modules for competency-based skills training); technical and financial support (e.g. for tourism innovation competitions at schools or associations); soft infrastructure (e.g. equipment, ICT, training materials) or promotional activities (recruitment drives, marketing of local products, business-to-business (B2B) integration, branding and marketing activities). The grant(s) shall be available also to finance innovation undertaken by micro and small private enterprises to develop new or improved products and services in the tourism value chain; conduct marketing or business development; pursue training; purchase minor equipment; conduct minor rehabilitation of existing facilities; and other activities, excluding new construction.

### ***Objectives of the Assignment***

The objectives of this assignment are to support the LRCP with all procurement under the project.

### ***Scope of the Services***

The Procurement Specialist reports to the Project Manager and is responsible for:

- 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;
- Preparing and submitting to the Bank bidding and proposal documents, , evaluation reports, contracts for review and no objection; Submitting signed contract, completion and delivery certificates, etc. to the financial specialist for payments;
- Collecting data on procurement and contributing to periodic project progress reports and procurement management reports to be submitted to the CPDMEA and the Bank;

- Preparing periodic procurement reports as a part of PIU reporting process,
- Participating in technical and communication activities,
- Contributing to the preparation of project documents, studies and materials for the World Bank and project agencies,
- Providing information, data and documents to the Financial Expert in the PIU in regard Procurement matters , be familiar and participate in related activities, where cooperation among this two specialists is needed,
- Monitoring the procurement of Project Beneficiaries' sub-projects which may involve occasional and on as-needed and proactive basis visits to the sub-projects which will be organized by beneficiaries and to review the procurement documentation (ongoing or completed),
- Joining World Bank's monitoring missions on randomly selected Project Beneficiaries' sub-projects and
- Assisting in all functions within the PIU as assigned by the Project Director

***Professional Requirements/Qualifications***

- University Degree in Business Administration, Engineering, Law, Finances, Accounting;
- Minimum 3 years of relevant professional experience in Procurement;
- Minimum 2 years experience in working with World Bank Procurement, will be considered as an advantage;
- 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.

***Working conditions***

The Procurement Specialist will be stationed in the Project PIU premises in Skopje, but should be ready to travel and hold numerous meetings throughout the country, and work under pressure.

***Timing and Level of Effort***

The initial Contract shall be concluded for up to two years and 2 months (2.2) years and may be extended for the duration of implementation of the proposed Project, based on the annual work evaluation and subject to satisfactory performance of the consultant.