

**BUILDING EFFECTIVE, TRANSPARENT AND ACCOUNTABLE PUBLIC FINANCIAL INSTITUTIONS (BETAPFI)**  
**(P176366)**  
TERMS OF REFERENCE  
**PROCUREMENT SPECIALIST**

**Background**

Building Effective, Transparent and Accountable Public Financial Institutions Project aims to improve the efficiency, transparency and sustainability of public expenditure and increase the effectiveness of revenue administration in North Macedonia. It will be financed through a EUR 20 million Investment Project Financing (IPF) from the IBRD and EUR 5.5 million in Recipient-executed grant financing from the EU under the European Commission - World Bank Partnership Programme Part III for Europe and Central Asia Programmatic Single-Donor Trust Fund. The proposed Project, to be carried out over the course of four years, will pursue a comprehensive approach to strengthening both the expenditure and revenue sides of the public financial management cycle that takes into account both fiscal and climate change sustainability. In particular, it contemplates:

- (i) Support to public expenditure management reforms and the development of the IFMIS and the SAMIS, and
- (ii) Strengthening of tax administration processes and systems in the PRO.

These advances will be supported by activities focused on regulatory and institutional reforms, systems modernization, and capacity building. Given the importance of change management and strategic stakeholder engagement within the reform agenda, related activities will be an integral part of the proposed Project.

The Ministry of Finance (MOF) is the main implementing agency of the Project in close cooperation with the Public Revenue Office (PRO), and Cabinet of Deputy Prime Minister in charge for Economic Affairs.

Project Components:

Component 1: Supporting Public Expenditure Management Reforms

Component 2: Strengthening Tax Administration Practices and Systems in PRO

Component 3: Supporting Change Management, Donor Coordination and Project Management

**Objective**

The objective is to hire an individual consultant in the project implementation unit as procurement manager who shall have the ultimate responsibility for the coordination and management of all day-to-day procurement activities needed for project implementation, including procurement of goods, works and services related to the implementation of BETAPFI.

## **Scope of services**

The Consultant is responsible for:

- Coordinating and managing of day to day procurement activities carried out under the project, and ensuring that procurement is carried out in compliance with the procedures agreed with the World Bank;
- Preparation and updating of procurement plan, procurement strategy for development, bidding documents and other procurement related documents;
- Coordinating the procurement process for each contract by guiding preparation and finalization of bidding/proposal documents, submitting documents for review and no-objection from the WB where necessary, sending invitations for bids/proposals and clarifications to bidders/consultants;
- Providing guidance in bid/proposal evaluation to nominated committees;
- Arranging for advertisement of procurement notices as relevant;
- Organizing and coordinating with relevant staff from the implementing agency and beneficiaries/stakeholders involved in the process of procurement evaluations including evaluation criteria, contract award/rejection notices and all other documentation associated with the evaluation process;
- Providing guidance in bid/proposal evaluation to nominated committees;
- Using Bank's online procurement planning and tracking tools to record all procurement actions under IPF operations, including preparing, updating and clearing its Procurement Plan, and seeking and receiving the Bank's review and No-objection to procurement actions as required;
- Providing assistance during the project implementation activities in respect to the procurement issues;
- Liaise with the World Bank procurement staff;
- Cooperating closely with the PIU Financial Specialist to ensure that all procurement, budgeting, and disbursement aspects are properly linked and monitored;
- Interacting with other PIU members in order to support overall project activities;
- Any other activities in correlation with the implementation of the BETAPFI project

## **Reporting obligations**

The consultant shall report to the Project Manager. Upon request by the Project Manager and/or the Minister of Finance the Consultant shall produce and submit progress reports for the implementation of the Project activities.

## **Consultant qualifications**

- University degree or equivalent in economics, management, Law or Business Administration or Procurement Management, or any other relevant professional area;
- Minimum 5 years of relevant professional experience in procurement;

- Knowledge and experience with procurement procedures under World Bank-financed projects or other international organizations, eg. EU Prague rules, UNDP, EBRD, etc. would be considered as strong advantage;
- Experience in working with government bodies would be considered as an advantage
- Good communication and social skills;
- Computer skills (Word, Excel, Access);
- Fluency in Macedonian and working knowledge of English;

### **Working conditions**

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

### **Duration of the assignment**

The Procurement Specialist shall work on a full-time basis. The contract duration will be for a period of 48 months based on the satisfactory performance of the incumbent's duties and responsibilities, with the initial 3 months of the contract set as a probation period.