

LOCAL PROCUREMENT CONSULTANT

Terms of Reference

I. Background

The Extractive Industries Transparency Initiative (EITI) was launched at the World Summit on Sustainable Development in held in Johannesburg in September 2002. This global initiative encourages Government, extractive companies, international agencies and NGOs to work together to develop a framework to promote transparency of payments made within the extractive industries. It is a shared belief that transparency of payments and revenues greatly increases the likelihood that the revenues generated by the development of natural resources will be used in an efficient and equitable manner and can assist Government in financial and macro-economic planning and also reduces the risk of diversion or misappropriation of resources. EITI focuses on company payments and Government receipt of revenues from the extractive industries.

Albania has been a candidate country since 2009 in the EITI and has been very active in its operations during the years 2011 - 2023 Albania was accepted as an EITI implementing country in May 2013. It is a traditional mining country with considerable reserves in chromium, copper and iron-nickel, as well as substantial production of crude oil. Both the mining and oil contribute a significant and growing proportion of Government revenues for development. In the light of this, the Government is fully aware of the importance of good sector governance, transparency and accountability. The World Bank has provided grants for the implementation of EITI in Albania (First phase - Grant TF 096009, Second phase – TF 012148, Third phase – TF014999, Fourth phase - TF0A1769, Fifth phase – TFA06493)."

A new grant for Albania was approved by the WB. In order to accelerate the procurement process for all new procurement activities under the new Grant, EITI Albania intends to hire a part time local Procurement Consultant.

II. Objective

The objective of this assignment is to assist the EITI Albania National Secretariat staff in ensuring of procurement of goods and services in accordance with the World Bank Regulation for all items and activities financed under the project, using standard World Bank documentation.

III. Scope of Services

The consultant will assist procurement staff of the Albanian EITI Secretariat for:

- Preparation and publishing of procurement notifications (using STEP);
- Preparation of the Bidding Documents and Requests for Proposal;
- Preparation of all necessary documentation for bid opening, evaluation and award of contract;
- Preparation of the Contracts and Contract amendments;
- Preparation and updating of Procurement Plans and Reports;
- Preparation of correspondence with bidders/consultants in close coordination with the Head of ALBEITI Secretariat.

- Advertise of contract award as required under applicable World Bank Regulation.

In addition, the Consultant will:

- Assist the concerned technical working groups in the preparation of technical specifications and terms of reference for contracts to be procured under the project in accordance with various procurement methods.
- Assist the Evaluation Committee in the evaluation of bids/expressions of interest/proposals received, on the bases of criteria stipulated in the bidding documents or Request for Proposals.
- Ensure preparation of comprehensive evaluation reports according to the World Bank standard formats and timely transmission of the evaluation reports to the World Bank for review and no objection.
- Establish and maintain efficient procurement and contracting tracking system (noting important approval dates, awards, contract amounts etc.) as well as a proper filing system to ensure quick retrieval of procurement information by, the project staff supervision missions, annual auditors etc.
- Prepare and submit to the Contract Coordinator periodic procurement reports describing procurement procedures for implementation of projects and compliance with the schedule, and identifying procurement issues arising during project implementation and solutions proposed.
- Participate in the negotiations and provide guidance to negotiations group on topics which may be negotiated.
- Prepare responses to complaints received from suppliers/consultants.

IV. Reporting arrangements and Deliverables

The Consultant will work in close cooperation with Albanian EITI Secretariat. He / She will report to the appointed Contract Coordinator and work under direction of the Head of Albanian EITI Secretariat. The consultant shall prepare monthly reports on the tasks performed and submit them to the Albanian EITI Secretariat for its acceptance.

V. Timing and Requirements for the Assignment

The local consultant is expected to start the assignment by the time the project becomes effective and complete it by November 30, 2025, with the possibility of extension with mutual agreement. This is a part – time assignment and the local consultant is required to work 100 working days during the implementation of the project. The consultant will work mostly offsite with onsite presence any other time as arranged or requested by the Contract Coordinator at EITI offices based on the request of EITI.

VI. Qualifications

- Relevant university education in economics, business administration, law or equivalent professional qualification;
- At least 8 (eight) years of relevant professional experience with a minimum of 3 (three) years as a procurement expert/specialist in the implementation of the procurement activities of projects financed by international development

organizations. Previous experience with procurement under World Bank would be considered an advantage.

- Proven knowledge and experience in the organizational and operational aspects of project management especially in projects financed by the World Bank;
- Good computer literacy and functional ability in processing word and excel documents;
- Very good knowledge of English and be able to communicate (oral and written) effectively.

VII. Evaluation Criteria

Applicants that fulfil the minimum qualification requirements will be further evaluated based on the below criteria:

- (v) General qualifications (including education, trainings and qualifications) – 30 points
- (vi) Adequacy for the Project (including professional experience) – 60 points
- (vii) Specific criteria (including language, computer and other skills) – 10 points

VII. Selection Method: The Consultant will be selected according to the World Bank's Procurement Regulations for IPF Borrowers' (the Regulations), issued in July 2016, and revised November 2017, August 2018, and November 2020 based on Limited Selection of Individual Consultants. The contract will be prepared using the time-based forms for small assignments.