

Republic of Moldova
Tax Administration Modernization Project (TAMP)

CALL FOR EXPRESSIONS OF INTEREST (CVs)
Position: PROCUREMENT SPECIALIST

The Government of the Republic of Moldova is starting to implement a comprehensive Tax Administration Modernization Project (TAMP), aiming at comprehensive reform of the Moldovan State Tax Service (STS, Beneficiary) in terms of the organizational and HR aspects, tax policy and operational procedures, as well as fundamental modernization of the information technology infrastructure. The development objectives of the TAMP are to strengthen STS capacity through increased efficiency and effectiveness.

The TAMP initiative includes five main components as follows:

- Component 1. Tax policy and analysis.**
- Component 2. Institutional development.**
- Component 3. Operational development.**
- Component 4. IT infrastructure and system modernization.**
- Component 5. Project Management and Change Management**

The Main State Tax Inspectorate (MSTI), part of the STS, is the implementing agency for the project. MSTI has nominated a Project Coordinator and established a Project Management Unit (PMU) to support the management of the project activities. The PMU will be headed by the Project Manager and staffed by a small team, including: (i) Project Management Assistant, (ii) Financial Management Specialist; (iii) Procurement Specialist (PS); and (iv) IT Project Manager.

In order to benefit from professional support in managing procurements, MSTI decided to engage a suitably qualified and experienced professional to fill the position of PS. The main objectives of the assignment are the following:

- Provide assistance to MSTI to successfully manage and carry out procurement activities for the TAMP project;
- Ensure the procurement activities are done in accordance with the provisions of the Credit and Loan Agreements, World Bank's Guidelines and Procedures, as well as local legal requirements;
- Ensure the procurement activities are performed timely and facilitate the smooth project operation of TAMP, and the risks related to procurement and contract management are minimized or eliminated;
- Develop the procurement capacity of the PMU and MSTI to ensure long-term sustainability of the project outcomes.

The scope of work and activities of the PS will include the following:

- Set up the TAMP project procurement management function in collaboration with the MSTI Public Procurements and Property Administration Department and Evaluation Committee(s) representatives, the TAMP Project Coordinator, and Project Manager;
- Update the TAMP Project Operations Manual (POM) in terms of procurement management procedures, so as to ensure full compliance with World Bank procedures, MSTI internal regulations and legal framework;
- Develop, implement and maintain procurement policies with regular review to ensure relevance, conformance with World Bank guidelines, best practices, and compliance with all internal and regulatory policies.
- Ensure effective communication and liaison with the World Bank, MSTI Evaluation Committee(s) and Public Procurements and Property Administration Department, and Public Procurements Agency on all procurement management and administration issues;

- Analyze and define the needs for procurement, analyze the markets for specific goods and services, identify and screen potential suppliers, analyze costs and recommend the most suitable procurement strategy for each procurement exercise;
- Maintain and update the TAMP project overall Procurement Plan.
- Draft Annual Procurement Plans for the TAMP project and subsidiary Procurement Plans for TAMP components and sub-components as part of the Annual Operating Planning exercise of the procurement of goods, works and services, including consulting services.
- Maintain and regularly update the Annual Procurement Plans (i.e. updating the plan twice a year and whenever requested by the Bank or MSTI);
- Provide advice on interpretation of procurement policy, giving expert advice and guidance to members of the MSTI Evaluation Committee(s), MSTI Public Procurements and Property Administration Department, and PMU team;
- Draft using the World Bank respective formats Bidding Documents (BDs), Terms of References (ToR), requests of expression of interest (REoI), technical specifications, Requests for Proposals (RFP), Evaluation Reports, and all other relevant documents required for the procurement of goods, works, and services, including consulting services for the TAMP project and sub-projects;
- Thoroughly review all bidding documentation prior to submission to the World Bank for ‘No Objection’;
- Assist the TAMP Project Manager and the IT Project Manager in the procedure of securing the World Bank prior or post ‘No Objection’, as required. Where applicable, ensure the required World Bank “No Objection” relating to a specific expenditure is available before effecting payment;
- Ensure that the procurement process is conducted in accordance with the Procurement Plan, Project Operations Manual, in line with provisions of World Bank Procurement Guidelines and local legal framework;
- Assist the TAMP Project Manager and the IT Project Manager on drafting of the correspondence with bidders during the bidding process or suppliers during contract implementation;
- Oversee the opening of Expressions of Interest, Bids and Requests For Proposals in a timely manner and assist the TAMP Project Manager and the IT Project Manager on drafting of the minutes of bid (or proposals) opening;
- Assist the Evaluation Committee(s) to ensure that evaluations are conducted in accordance with the criteria stipulated in the bidding documents and World Bank procedures and guidelines;
- Draft all necessary evaluation reports and present them to the Evaluation Committee(s) members, and submit the evaluation reports to the World Bank for ‘No objection’, through the TAMP Project Manager and the IT Project Manager or Project Coordinator;
- Assist the PMU staff and MSTI Evaluation Committee members to conduct contract negotiations with suppliers and prepare draft negotiated contracts and final drafts of contracts for award;
- Ensure the contracts for works, goods and consulting services are prepared based on the draft contracts included in the approved Bidding Documents/Request for Proposals, using the World Bank formats;
- Draft, coordinate with the TAMP Project Manager and the IT Project Manager, publish, and submit to World Bank notifications for advertising contracts, General Procurement Notices (GPN), Specific Procurement Notices (SPN), and Contract Award Notices;
- Provide guidance to the Project Manager and the IT Project Manager on all procurement related issues;
- Assist the Project Manager, the IT Project Manager, and Financial Management Specialist on monitoring and control of contracts execution to ensure that all the activities are conducted according to the Project Schedule and the Procurement Plan, and the assignments are carried out in accordance with the contract terms and provisions.

- Countersign (jointly with the MSTI representatives) the acceptance of the goods and services provided in accordance with the terms of reference, contracts, and the relevant technical specifications;
- Maintain up to date all project procurement records and documents in line with the approved policies, standards, and procedures as set out in the Project Operations Manual;
- Ensure that the filing system of the procurement records and documents are up to date at all times and that they are easily retrievable for reviews and audit purposes;
- Perform any other procurement related duty as may be requested by the TAMP and IT Project Managers.
- Initiate corrective measures to address internal financial shortcomings and irregularities when requested and approved;
- Support and build the capacity in procurement management of PMU and MSTI staff;
- Report to the Project Coordinator and Project Manager on any issue identified with recommendations on its remediation;
- Submit to the Project Manager a monthly progress report on procurement management and a final report at the end of the contract period outlining achievements and challenges pertaining to the procurement management function;
- Perform all other duties as assigned.

The PS will report directly to Project Manager for all the procurement activities within TAMP and will provide Monthly Procurement Progress Reports, within 5 (five) working days after the end of each month. The report should contain at least: (i) the status of procurement progress, problems encountered, corrective actions needed, rationale for actions; and (ii) current costs of each TAMP's components and estimated costs of completion. The PS shall prepare special reports on any major procurement related issues, upon the request of the Project Manager, MSTI Project Coordinator, or World Bank request.

The PS activities will be carried out in the English and Romanian languages.

The most suitable candidate for the PS position is expected to demonstrate specific knowledge and abilities in the following areas:

Knowledge:

- a) Administration and Management;
- b) Contract law – international aspects and Moldovan legal framework requirements;
- c) The World Bank guidelines and regulations as follows:
 - World Bank's Guidelines "Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants", published in January 2011, revised in July 2014 (Procurement Guidelines); and
 - World Bank's Guidelines "Selection and Employment of Consultants under IBRD Loans & IDA Credits & Grants by World Bank MSTIs", published in January 2011, revised in July 2014 (Consultant Guidelines), and
 - "Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants", dated October 15, 2006 and revised in January 2011;
- d) Legal Agreements' provisions - Financing Agreement between the Republic of Moldova and the International Development Association (IDA) and the Loan Agreement between the Republic of Moldova and the International Bank for Reconstruction and Development (IBRD) both dated June 28, 2016.
- e) "International Development Association General Conditions for Credits and Grants", dated July 31, 2010, with the modifications set forth in Section II of the Appendix;

- f) “International Bank for Reconstruction and Development General Conditions for Loans”, dated March 12, 2012, with the modifications set forth in Section II of the Appendix;
- g) The legal framework applicable to procurement in public authorities in Republic of Moldova.
- h) Project management basic processes and documentation.
- i) Knowledge of administrative and clerical procedures.

Specific abilities:

- a) Integrity – being honest and ethical;
- b) Analysing data or information;
- c) Attention to detail;
- d) Prioritisation and information ordering
- e) Problem sensitivity and complex problem solving
- f) Negotiation skills
- g) Stress tolerance and ability to work under pressure
- h) Persistence
- i) Time management
- j) Ability to work independently
- k) Ability to train others

Candidates for PS position will be evaluated against the following main requirements:

Qualifications:

- a) Degree in business administration, procurement, marketing, and/or economics;
- b) Degree or qualification in law and/or contract management would be an advantage;
- c) Internationally recognized professional qualification or certification in Procurement would be an advantage;
- d) Trainings and courses in Procurement management according to World Bank procedures would be an advantage;
- e) Professional certification in Project Management or a course certificate would be an advantage.
- f) Written and oral communication skills in English and Romanian, including the ability to draft memos, letters and internal regulations, bidding documents, and reports;
- g) Excellent computer skills in Microsoft Office tools (Word, Excel, PowerPoint), Microsoft Outlook, and Internet use. Skills in using Microsoft Project would be an advantage.

Experience:

- a) At least 5 years of experience in procurement management (planning, administration, monitoring, and controlling and closing processes) in World Bank or similar donor organization projects of similar scale and complexity in Republic of Moldova or in the region;
- b) Experience in managing procurement (including drafting bidding documents and conducting bidding conferences) based on International Competitive Biddings (ICB) procedures (experience in ICB procurements for IT systems would be an advantage);
- c) Experience and knowledge of the trends on local, regional, and international markets for consulting and IT development services;
- d) Experience in delivering training and coaching others in procurement management;
- e) Experience in participation in project management teams would be an advantage;

The STS now invites eligible PS to indicate their interest in providing the services. Interested Consultants must provide information indicating that they are qualified to perform the services (CV, copy of the diploma, description of similar assignments, copy of the certificate(s) confirming trainings attended, etc.). For evaluation of the expressions of interest the following criteria will be applied:

#	Criteria	Points
1.	Knowledge of The World Bank guidelines and regulations and national legal framework applicable to procurement in public authorities in Republic of Moldova	30
2.	At least 5 years of proven experience in procurement management (planning, administration, monitoring, and controlling and closing processes) in World Bank or similar donor organization projects of similar scale and complexity in Republic of Moldova or in the region;	50
3.	Academic background and professional qualification	20

It is estimated that the TAMP project will be implemented during February 2017 - December 2021. The initial duration of the contract will be 12 months with the possibility to subsequently extend the term for the following years based on performance appraisal results and project needs. The assignment requires full time involvement for 8 hours each day, Monday to Friday, for a minimum period of 40 hours per week. The assignment is expected to start in March 2017.

Expressions of interest must be delivered on paper to the address below or electronically by e-mail by **March 3rd, 2017**, 17-00 (Chisinau time). Chişinău; 9 Constantin Tănase str., office 226, from *09.00 till 17.00 hours*.

The Main State Tax Inspectorate
 Attn: Ms. Anastasia Movilă
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