

**INVITATION
FOR EXPRESSIONS OF INTEREST (CVs)
Position: Procurement Specialist**

Republic of Moldova

Name of Project: Tax Administration Modernization Project (P127734)

IBRD Loan or IDA Credit No: IDA Credit No. 5829-MD and IBRD Loan No. 8625-MD

Identification Number: TAMP/5/IC-3

The Government of the Republic of Moldova is implementing a comprehensive Tax Administration Modernization Project (TAMP), started on January 25, 2017, aimed at the reform of the State Tax Service. The Republic of Moldova has received financing from the International Development Association and the International Bank for Reconstruction and Development for the TAMP implementation. The State Tax Service is the responsible institution for the project implementation, with the core responsibility of implementing and managing the project, as well as supervising, monitoring and reporting the results. The project's development objective is to improve revenue collection, tax compliance and taxpayer services.

The State Tax Service now invites eligible procurement specialist in order to provide support and oversee all aspects of procurement processes, including market analysis, developing the procurement strategy, bidding, negotiation, contracting and managing the suppliers within the TAMP project.

Interested specialist have to 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.	At least 5 years of experience in procurement (planning, administration, monitoring, control and finalization processes) in accordance with World Bank procurement procedures or procurement procedures of other IFIs in projects of the same magnitude and complexity (at least 1 or 2 recommendations) in the Republic of Moldova or in the countries of the region;	70
2.	Academic background and professional qualifications	30

Expressions of interest must be delivered electronically by the e-mail tamp@sfs.md by *August 23, 2019, 17:00*.

Interested consultants may obtain further information at the address below during office hours from *08:00 to 17:00 (Chisinau time)*.

State Tax Service
9 Constantin Tănase street.,
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Republic of Moldova
Tax Administration Modernization Project (TAMP) (P127734)

Terms of reference for the Procurement Specialist (PS)

Procurement Specialist: TAMP/5/IC-3

Background

The Government of the Republic of Moldova is implementing a comprehensive Tax Administration Modernization Project (TAMP), started on January 25, 2017, aimed at the reform of the State Tax Service (STS). The Republic of Moldova has received financing from the International Development Association and the International Bank for Reconstruction and Development for the TAMP implementation. The STS is the responsible institution for the project implementation, with the core responsibility of implementing and managing the project, as well as supervising, monitoring and reporting the results. The project's development objective is to improve revenue collection, tax compliance and taxpayer services.

The procurements under this project are conducted in accordance with the World Bank's Guidelines „Procurement of goods, works and non-consulting services under IBRD loans and IDA credits & grants by World Bank (WB) borrowers”, January 2011, revised in July 2014, the WB's Guidelines ”Selection and employment of consultants under IBRD loans and IDA credits & grants by WB borrowers”, January 2011, revised in July 2014.

Objectives

The procurement specialist is responsible for the procurement function, by providing support and overseeing all aspects of procurement processes, including market analysis, developing the procurement strategy, bidding, negotiation, contracting and managing the suppliers within the TAMP project with support from the STS project implementation team. The Procurement Specialist will also be required to provide support to the STS Evaluation Committee in the procurement/selection process within the TAMP project.

The main objectives of the function are as follows:

- 1) Providing the STS assistance for the management and successful completion of the procurement activities within the TAMP project;
- 2) Ensuring that the procurement activities are carried out in accordance with the provisions of the Financing and Loan Agreements, the WB Guidelines and Procedures, as well as the national legal requirements;
- 3) Ensuring that the procurement activities are carried out on time and facilitating the optimal TAMP project work, minimizing or eliminating procurement and contract management risks;
- 4) Developing the procurement skills of the project implementation team (PIT) and the STS in order to ensure the long-term viability of the project results.

Scope of services

The scope of activity of the PS will include the following:

- 1) The procurement management for the TAMP project, in collaboration with the Public procurement and patrimony management department and with the representatives of the Evaluation Committee within the STS, as well as with Project manager;
- 2) Updating the Operational Manual of the project with regard to the procurement management procedures in order to ensure full compliance with WB procedures, STS internal regulations and requirements, and those established by the legal framework at the national level;
- 3) Ensuring effective communication and collaboration with the WB, the Evaluation Committee within the STS on all issues related to procurement management and administration;
- 4) Assisting PIT in analyzing and defining procurement needs, analyzing the markets for goods and services, identifying and selecting potential suppliers, analyzing the costs and recommending the most appropriate procurement strategy for each procurement;

- 5) Maintaining and updating, on request or as required, the TAMP Project Procurement Plan;
- 6) Elaboration of TAMP project annual procurement plans and sub-purchasing plans for TAMP components and sub-components as part of the annual operational planning exercise for the procurement of goods, works and services, including consultancy services;
- 7) Providing advice on the interpretation of procurement policies by providing specialist advice and guidance to the members of the Evaluation Committee within the STS and to the PIT;
- 8) Developing, on the basis of the existing WB templates, of bidding documents, requests for expressions of interest, evaluation reports based on contributions from PIT/evaluation committee and all other relevant documents required for the procurement of goods, works and services, including consultancy services for the TAMP project and sub-projects;
- 9) Thorough review of all bidding documents before being submitted to the WB for confirmation of the „no objection”;
- 10) Providing support to PIT staff during Bank`s procurement post reviews and drafting annual procurements reports according to WB requirements;
- 11) Ensuring that all procurement processes are carried out in accordance with the Procurement Plan, the Operational Manual of the Project and provisions of the WB Procurement Guidelines (or the national legal framework);
- 12) Assisting the Project Manager and IT Project Manager in ensuring the correspondence with bidders during bidding processes or with suppliers/consultants during contract execution;
- 13) Overseeing the opening of expressions of interest, bids and calls for proposals in a timely manner, and assisting the PIT in writing minutes of opening the bids (or proposals);
- 14) Providing assistance to the Evaluation Committee within the STS in order to ensure that evaluations are carried out in accordance with the criteria set out in the bidding documents and the WB's procedures and guidelines;
- 15) Drafting evaluation reports and presenting them to the members of the STS Evaluation Committee, and submitting evaluation reports approved by the EC to the WB for review and clearance;
- 16) Providing support to the PIT staff and members of the STS Evaluation Committee in conducting contract negotiations, preparing draft and final versions of negotiated contracts with suppliers for signing;
- 17) Ensuring that contracts for works, goods and consultancy services are developed on the basis of the draft contracts included in the approved bidding documents / invitations for bids, by using the WB forms;
- 18) Uploading all procurement documents to the STEP platform;
- 19) Consulting the Project Manager and the IT Project Manager on all procurement issues;
- 20) Granting assistance to the Project Manager, IT Project Manager and Financial Specialist on monitoring and controlling contract execution in order to ensure that all activities are carried out in accordance with the project schedule and procurement plan and the tasks are performed in accordance with the clauses and contractual provisions;
- 21) Verifying (together with STS representatives) that goods and services procured are provided in accordance with the terms of reference, the contracts and related technical specifications, and review acceptance documents before their official signing;
- 22) Keeping up to date all records and project procurement documents in accordance with the policies, standards and procedures set out in the Operational Manual of the project;
- 23) Ensuring the permanent updating of the record keeping system and procurement documentation and accessibility for analysis and audit purposes;
- 24) Performing any other procurement related tasks at the request of the Project Manager and IT Project Manager;
- 25) Providing assistance and building capacity of PIT staff in procurement management;
- 26) Informing the Project Manager about any identified procurement related problem and proposing recommendations to remedy the latter;

- 27) Submission to the Project Manager of a monthly progress report on procurement management and a final report at the end of the contractual period, highlighting the achievements and challenges of the procurement management position.

Duration of the assignment

The procurement services shall be provided during the period from September 2019 through September 2020. This will be a part time employment. Total Consultant`s efforts for this assignment is estimated at 100 working days. A probation period will apply for the first three months.

Upon a need in more contribution or further services from the Consultant and availability of appropriate resources, and provided the Consultant`s satisfactory performance, the assignment can be expanded and/or extended further through the written agreement between the STS and the Consultant.

Deliverables and reporting

PS will submit monthly progress reports on procurement within 5 (five) business days of the end of each month. The report must contain at least: (i) the state of progress in procurement, the problems encountered, the necessary corrective actions, the justification of the actions, and (ii) the current expenditures for each component of the TAMP and the estimated completion costs.

The Procurement Specialist will prepare special reports on any major procurement issues at the request of the Project Manager or the WB 's request.

STS shall approve or provide comments to the Consultant`s reports within 7 working days upon receipt of such reports.

Qualifications and experience

- 1) University degree in business administration, procurement, marketing, finance, law or other related fields;
- 2) At least 5 years of experience in procurement (planning, administration, monitoring, control and finalization processes) in accordance with World Bank procurement procedures or procurement procedures of other IFIs in projects of the same magnitude and complexity (at least 1 or 2 recommendations) in the Republic of Moldova or in the countries of the region;
- 3) Experience in managing procurement of IT systems tendered based on international competitive bidding would be an advantage;
- 4) Training and courses in procurement, according to WB procedures or procedures of other international organizations, would be an advantage;
- 5) Excellent written and oral communication skills in English and Romanian, including the ability to draw up memos, letters and internal regulations and reports;
- 6) Excellent abilities to use applications in the Microsoft Office suite (Word, Excel, PowerPoint, Project), Microsoft Outlook and Internet Explorer.

Clients input

The STS will provide the PS an office space, utilities, stationery and office supplies, a computer with access to a printer and scanner and access to internet. In addition, the STS leadership and PIT staff will provide the PS with copies of all the documents necessary to carry out its functions and will assist the PS in maintaining the relations with competent bodies.

Working Arrangements

The Consultant shall be responsible for all logistics and accommodations that will be required to perform the assignment, as well as interpretation and translation services.

The language of communication during the assignment is Romanian. Documents shall be provided in Romanian and English. In addition to the deliverables English will be used for the communication with the WB representatives and for the provision of reports (periodical or on request) whenever necessary.

PS will be directly subordinated to the TAMP Project Manager – STS Deputy Director for all activities. The working place is the headquarters of the STS, mun. Chisinau, Constantin Tănase street, 9.