

REQUEST FOR EXPRESSIONS OF INTEREST (REOI) SELECTION OF AN INDIVIDUAL CONSULTANT (NATIONAL)

Ukraine

Center for Advancement in Restoration and Modernization Capacity Project

Grant No.: No. TF0C4831

Assignment Title: Procurement Specialist

Reference No.: IC-3.2

The Kyiv School of Economics Institute (KSEI) has received financing from the World Bank toward the cost of the Center for Advancement in Restoration and Modernization Capacity (CARMC) Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include providing part-time procurement support to the Project Implementation Team (PIT) of the CARMC Project, including preparation and management of procurement plans, documentation, and procedures in accordance with the World Bank Procurement Regulations; advising technical teams; coordinating and monitoring procurement procedures and contract implementation; liaising with the World Bank. The assignment is estimated at approximately 5 to 10 working days per calendar month throughout the Project implementation period until June 30, 2028, with an expected start date in 2025, and services delivered primarily in Kyiv, Ukraine, with the possibility of remote work as consistent with the Terms of Reference.

The detailed Terms of Reference (TOR) for the assignment can be found in Annex I to this REOI.

The Kyiv School of Economics Institute now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). The criteria for selecting the Consultant are: a Master’s or complete higher education degree in procurement, economics, law, public administration, finance, accounting, audit or a related field; experience in conducting and managing procurement processes in accordance with rules and procedures of international financial institutions (IBRD, EBRD, EIB etc.) and/or donors, including preparation of procurement documents, tender evaluation, and contract administration; fluency in Ukrainian and at least intermediate proficiency in English; confident PC user, including proficiency in Microsoft Office, e-mail, and databases. Desirable qualifications include experience with the Prozorro e-procurement system, preferably in conducting donor-funded procurement procedures; practical experience in procurement under World Bank-financed projects in accordance with the World Bank Procurement Regulations for IPF Borrowers, including preparation of procurement strategies and documents, evaluation reports, support technical teams in the development of terms of reference and technical specifications, and contracts administrations;

and experience with the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) tool.

The attention of interested Consultants (including firms) is drawn to paragraphs 3.14, 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers, dated September 2023 ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours from 09:00 to 18:00.

Interested individuals should submit their CVs in Ukrainian (or English) to the following email address: vomelchuk@kse.org.ua indicating the email's subject: Selection of Procurement Specialist

The deadline for submission of CVs is 18:00 Kyiv time September 17, 2025.

Kyiv School of Economics Institute
Attn: Omelchuk Viktoriia, Recruiter
Mykoly Shpaka St, 3
03113, Kyiv, Ukraine
Tel: +38 099 534 60 87
E-mail: vomelchuk@kse.org.ua

ANNEX I**TERMS OF REFERENCE (TOR)**

for consulting services (Individual Consultant)

‘Procurement Specialist’**(Component 3 – Project Management)**

Contract Reference in Procurement Plan: IC-3.2

I. BACKGROUND

The International Bank for Reconstruction and Development, the International Development Association (the World Bank) and Kyiv School of Economics Institute (KSEI) have signed the Grant Agreement No. TF0C4831 dated May 7, 2024, in an amount not to exceed three million two hundred twelve thousand United States Dollars (USD 3,212,000) for the Project ‘Center for Advancement in Restoration and Modernization Capacity (CARMC)’ (hereinafter referred to as the Project). The KSEI is the implementing entity for the Project. In April 2025, the Project was restructured. The Project implementation period is May 2024–June 2028.

The objective of the Project is to enhance the capacity of Ukrainian government authorities, local governments, self-government bodies, and civil society organizations in managing recovery projects with a focus on innovation, transparency, efficiency, and coordination.

The Project includes three components: Component 1. Capacity Building Hub; Component 2. Community Building, and Component 3. Project Management.

According to the requirements specified in the Grant Agreement, KSEI (Client) has established a Project Implementation Team (PIT) to manage the current operations of the Project and coordinate the use of funds, procurement, financial management, compliance with environmental and social standards, reporting, and other activities related to the Project. To ensure effective implementation of the Project, KSEI engages individual consultants to work in the PIT. This Terms of Reference defines the objective, scope of service, and qualification requirements for the Procurement Specialist (Consultant).

II. OBJECTIVE

The purpose of this position is to ensure effective, transparent, and timely implementation of procurement activities under the Project by preparing and managing procurement plans, documents, and procedures in accordance with the World Bank Procurement Regulations, supporting contract administration, and maintaining compliance with fiduciary and operational requirements throughout the Project lifecycle.

III. SCOPE OF SERVICES

The Consultant shall provide the following services and tasks:

1. Develop, maintain, and regularly update the Project Procurement Plan in the World Bank’s STEP system in accordance with the approved implementation schedule and budget.
2. Prepare procurement documentation for all procurement packages under the Project, including Requests for Expression of Interest (REoIs), Requests for Quotations

(RFQs), Requests for Bids (RFBs), Requests for Proposals (RFPs), draft contracts, evaluation reports, and minutes, ensuring compliance with the World Bank Procurement Regulations.

3. Advise technical teams and PIT members in drafting accurate and complete terms of reference, technical specifications, and procurement strategies aligned with the Project's objectives.
4. Coordinate and support the implementation of procurement procedures, including issuance of solicitation documents, publication of procurement notices, organization of clarifications and bidder conferences (as needed), and receipt and opening of bids/proposals (where applicable).
5. Participate in bid/proposal evaluation processes with the support of the PIT and prepare evaluation reports and recommendations to award the contract, ensuring compliance with applicable procedures and proper documentation of all steps.
6. Support contract award and signing processes, including the preparation of draft notices, participation in negotiations with the selected consultants, contractors, preparation minutes of negotiations and coordination with the World Bank on required clearances.
7. Handle procurement-related complaints and file them in STEP for records.
8. Monitor the implementation of procurement contracts, track key milestones and deliverables, and alert the PIT to any delays, risks, or compliance issues.
9. Maintain an up-to-date procurement archive, both in physical (where applicable) and electronic form, ensuring completeness, accuracy, and readiness for post-review, audit, or monitoring missions.
10. Liaise with the World Bank procurement team to obtain timely No Objections and provide clarifications or additional documentation upon request.
11. Contribute to the preparation of Project Progress Reports and other reports required under the Grant Agreement by providing procurement-related inputs.
12. Provide technical assistance and training to KSEI and PIT members on procurement policies, procedures, and use of procurement systems (e.g., STEP, Prozorro).
13. Identify and report procurement-related risks or irregularities, propose corrective measures, and support implementation of agreed mitigation actions.
14. Participate (if necessary) in amending the Project Operational Manual.
15. Ensure that procurement activities are conducted with integrity, transparency, and in alignment with the principles of fairness, value for money, and efficiency.
16. Perform other procurement-related tasks as assigned by the Head of the Project Implementation Team or other authorized representatives of the Project.

IV. REPORTING

The Consultant shall report to the Head of the Project Implementation Team and operate under the general supervision of the Head of the Project Implementation Team.

The Consultant shall prepare and submit monthly reports, which include, inter alia, a description of the services provided by the Consultant during the reporting period, results achieved, and actual time spent. Any methodological and training documents prepared by the Consultant during the reporting period, in either Ukrainian or English, shall be attached to the report. Reports shall be prepared in a format and details satisfactory to and as agreed with the Client, in accordance with the format set out in the Project Operational Manual (POM), and submitted in 2 hard originals in Ukrainian. Based on reports approved by the Client, the respective Acceptance Acts are prepared and signed by the sides which then serve as the base for payments for the services provided.

V. CLIENT'S INPUT

KSEI shall provide the Consultant with all necessary support to enable the Consultant to fulfil this assignment, including, i) information necessary to carry out his/her assignment in a timely manner, and ii) a workplace, including necessary equipment to carry out his/her functions (e.g., PC and office equipment during Consultant's work in Client's premises).

VI. QUALIFICATIONS REQUIREMENTS

Minimum requirements (mandatory):

- Master's or complete higher education degree in procurement, economics, law, public administration, finance, accounting, audit or a related field.
- Experience in conducting and managing procurement processes in accordance with rules and procedures of international financial institutions (IBRD, EBRD, EIB etc.) and/or donors, including preparation of procurement documents, tender evaluation, and contract administration.
- Fluency in Ukrainian and at least intermediate proficiency in English.
- Confident PC user, including proficiency in Microsoft Office, e-mail, and databases.

Desirable qualifications and competences:

- Experience with the Prozorro e-procurement system, preferably in conducting donor-funded procurement procedures.
- Practical experience in procurement under World Bank-financed projects in accordance with the World Bank Procurement Regulations for IPF Borrowers, including preparation of procurement strategies and documents, evaluation reports, support technical teams in the development of terms of reference and technical specifications, and contracts administration.
- Experience with the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) tool.

VII. PERIOD AND LOCATION OF EMPLOYMENT

The Consultant shall provide services during the Project implementation period until June 30, 2028.

The services shall be delivered on a part-time basis, estimated at approximately 5 to 10 working days per calendar month. The actual number of days worked shall be reflected in the Consultant's monthly report.

The primary duty station is Kyiv, Ukraine. Services can be provided both remotely and in the Client's premises.

The assignment may involve business trips within Ukraine. The Client shall reimburse the respective travel expenses.

If there will be a need in further services and subject to availability of appropriate resources, and provided the Consultant's satisfactory performance, the assignment can be extended further upon the mutual written agreement between the KSEI and the Consultant.

ANNEX II

TEMPLATE FOR CURRICULUM VITAE (CV)

Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	Insert Country

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Insert Details

Language Skills (indicate only languages in which you can work):

Insert Details

Adequacy for the Assignment:

Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

Expert's contact information: (e-mail **Insert Email** phone **Insert Phone**)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the KSE Institute, and/or sanctions by the World Bank.

{day/month/year}

Name of Expert

Signature

Date