

REPUBLIC OF TAJIKISTAN
MINISTRY OF HEALTH AND SOCIAL PROTECTION OF THE POPULATION
TAJIKISTAN MILLATI SOLIM PROJECT¹

TERMS OF REFERENCE
PROCUREMENT SPECIALIST

BACKGROUND:

Tajikistan Millati Solim Project in the Republic of Tajikistan is an investment project in the amount of US\$57.25 million that is expected to be approved by the World Bank Board of Directors by the end of October 2023. The project will be financed through a Grant from the International Development Association (IDA) of US\$40 million, a US\$2.5 million Global Financing Facility for Women, Children and Adolescents (GFF) grant, followed by a US\$10 million Basic Health Services Grant from the GFF, and a US\$4.75 million Grant from the Health Emergency Preparedness and Response Program Multi-Donor Trust Fund.

The Project Objective is to improve the quality and efficiency of primary healthcare services (PHC) in selected districts and strengthen the national capacity to respond to public health emergencies. Project beneficiaries are Tajikistan citizens and residents who use PHC services and who benefit from the country's health emergency response system. The beneficiaries include people of all ages, including those with or at risk of non-communicable diseases (NCDs), young children, pregnant women, adolescents, elderly people, and victims of gender-based violence (GBV). Project beneficiaries also include medical and non-medical staff of healthcare facilities, who will receive training and benefit from improved working conditions through the Project. Government officials and academia will benefit from the training, and technical assistance.

The project consists of five main components:

- i. Component 1: Quality Improvements of Primary Care through Primary Healthcare Strengthening.
- ii. Component 2: Efficiency enhancing reforms in the PHC network.
- iii. Component 3: Health Emergency Preparedness and Response (HEPR).
- iv. Component 4: Project Management, Coordination, and Results Monitoring.
- v. Component 5: Contingent Emergency Response Component (CERC).

The Ministry of Health and Social Protection of the Population of the Republic of Tajikistan (MOHSPP) seeks to hire a qualified Procurement Specialist, who would join the Project's Technical Support Group (TSG). The Procurement Specialist will be a core team member of the TSG supporting the implementation of the Millati Solim. Under this assignment, the Procurement Specialist will oversee all steps of procurement process under the Project on procurement and contract management matters to ensure compliance with the World Bank regulations and procedures.

¹ "Millati Solim" means "Healthy Nation".

Responsibilities and scope of work:

The responsibilities of the Procurement Specialist are as follow:

- i. Under the supervision of the Chief Procurement Specialist provide fiduciary oversight, and capacity development to ensure compliance with WB's procurement Regulations in the procurement of goods, works, non-consulting services, and consulting services) under the project;
- ii. Supervise the whole procurement cycle linked to any procurement of goods, works, and services to be carried out in the frame of the project (design of the tender documents, offers evaluation, awarding, contracting, as well as advising technical teams on procurement matters related to the follow-up of works and commissioning, disputes resolution, acceptance of works, etc);
- iii. Ensure timely updating of the Project Procurement Strategy for Development (PPSD) and the Procurement Plan to include additional activities or modify as necessary as the need arises;
- iv. Under the supervision of the Chief Procurement Specialist, prepare and update the Procurement Plan and obtain the Bank's approval through STEP;
- v. Ensure the preparation of GPN, SPNs, REOIs, and contract award notices, and ensure their publication through STEP and/or local media and websites;
- vi. Implement procurement transactions through the Bank's online procurement planning and tracking tool (STEP);
- vii. Provide strategic advice to the project personnel and respective agency staff, including Tender committee members, on procurement and contract management matters;
- viii. Liaise with Project Coordinator to ensure technical teams duly and timely conduct inspection and prepare inspection reports prior to the acceptance of goods, customs clearance, and delivery to the final destination when required.
- ix. In consultation with technical teams, ensure effective communication with bidders on procurement/legal related issues, including responding to bidders' queries, attending bidder conferences, and responding to communications with bidders and receiving bids;
- x. Ensure timely preparation of bidding documents for acquisition of goods, works and non-consulting services working closely with Project Coordinator to ensure that Terms of Reference or technical specifications are obtained timely from relevant Technical Departments;
- xi. Ensure that procurement processing is timely and follows procedures specified in the World Procurement Regulations and confirm that Procurement activities initiated are in accordance with the approved Procurement Plan;
- xii. Lead the bidding and selection processing, including organizing pre-bid or pre-proposal meetings, coordinating the receipt and opening of bids/proposals/expressions of interest, and the evaluation thereafter;
- xiii. Coordinate/make arrangements and participate in Contract negotiations for consultancy services and technical discussions for goods and Works where applicable to provide procurement guidance. Thereafter, prepare draft contract and ensure timely signing of contracts;
- xiv. Ensure that clearance/No-objection(s) from World Bank is sought and obtained as per the requirements of World Bank Procurement Regulations;
- xv. Prepare monthly procurement progress report that will include

- constraints/challenges/issues/deviations from agreed procurement schedules identified and proposed actions to resolve them in a timely manner;
- xvi. Maintain complete procurement files and records including all correspondence related to procurement activities and ensure records are uploaded in STEP timely;
 - xvii. Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations;
 - xviii. Participation in Procurement Evaluation Committees and advise committee members on evaluating procedures in accordance with the WB Standard Evaluation Report;
 - xix. Train technical staff, Project team and Evaluation Committees on the Bank procurement rules and procedures; advise them on appropriate areas related to procurement and contract management;
 - xx. Any other duties that may be assigned by his/her Superiors from time to time in furtherance of the above responsibilities.

REPORTING:

The Procurement Specialist is accountable to the Project Coordinator and the Chief Procurement Specialist. The Procurement Specialist will submit reports on a monthly basis in a format acceptable to the TSG Project Coordinator.

CLIENT'S INPUT:

- Provision with the working place within the MOHSP-owned premises;
- Provision with the computer and office equipment;
- Access to the communication facilities and connectivity (telephone, e-mail, Internet);
- Access to all existing materials, information, reports which are relevant to the assignment.

QUALIFICATIONS:

Education:

A University degree in the field of engineering, management, finance, legal, management or economics or other related courses. A master's degree in the same disciplines will be considered an advantage.

Experience:

- i. Experience of at least 4 years as a procurement professional in procuring goods, services and works in a public or private sector institution including at least 2 years working under the World Bank or other Multilateral Development Bank financed projects with a demonstrated strong track record;
- ii. Previous use of the World Bank Bidding documents for civil works with Environmental and social safeguard provisions is an added advantage;
- iii. Knowledge of public procurement procedures of Tajikistan;
- iv. Fluency in Tajik, Russian, and English languages (oral and written) is required;
- v. Completion of training in international procurement procedures, including World Bank procedures, on goods, works and selection of consultants is an added advantage.

Personal Qualities:

- i. Good oral and written communication skills;
 - ii. Excellent procurement forecasting skills;
 - iii. Excellent team-working, decision-making and analytical skills;
 - iv. Skills in preparing high-quality related reports in Tajik, Russian and English languages;
- A confident user of (MS Office, MS Word, MS Excel, Powerpoint, Internet E-mail etc.).

DURATION:

The expected duration of this assignment covers the period of 1 year, with three-month probation period. Extension is possible subject to satisfactory performance and project needs.