

Terms of Reference

Part-time Procurement Specialist

Kosovo Energy Efficiency & Renewable Energy Project

1. Background: The World Bank's Country Partnership Strategy (CPS) for Kosovo (FY12-FY15), approved in May 2012, provides comprehensive support to the implementation of the Government's (i) economic growth and employment generation strategy and (ii) improvements in environmental management. The CPS is divided into two pillars. Pillar I aims at accelerating broad-based and sustained growth in six main areas, one of which is strengthening infrastructure, particularly that of energy. Security of energy supply is crucial to achieve accelerated growth and job creation, improved quality of life, an improved business environment, better governance and investments in agriculture and human capital. Pillar II seeks to support the Government in increasing energy efficiency (EE) and the use of renewable energy (RE), reducing environmental hazards, enhancing water supply, and moving toward harmonization with EU environmental standards.

The largest component under Pillar II is the US\$32.5 million Energy Efficiency and Renewable Energy Project (the Project). The Project will reduce energy consumption in central government-owned and select municipal buildings, and enhance the policy and regulatory environment for EE and RE development. A US\$32.5 million IDA credit will support these goals by providing financing for four components (i) EE investments in public buildings (central and municipal); (ii) RE investments in public buildings; (iii) RE and EE policy and regulatory support, as well as related RE resource assessments; and (iv) project implementation support. The proposed indicative financing plan (in US\$ million) is as follows:

Component 1 – Energy efficiency investments in public buildings	22.5
<i>Subcomponent A: EE investments in central government buildings</i>	18.0
<i>Subcomponent B: Pilot EE investment program for municipalities</i>	4.5
Component 2 – Renewable energy investments	5.0
Component 3 – Policy and regulatory support for RE/EE	3.0
Component 4 – Project implementation support	2.0

The Kosovo Energy Efficiency Agency (KEEA) under the Ministry for Economy (ME) has been delegated to assume overall responsibility for the project. This will include completion of the necessary activities to support project preparation as well as implementation for the five-year project period. In parallel, grant funding in the amount of €700,000 has been mobilized from the Western Balkans Investment Framework (WBIF) to help analyze the investment needs and potential of the central government buildings. Specific outputs would include an update to the national public building stock inventory and completion of 200 baseline energy assessments in government buildings (for investments in Years 1-3).

2. Objective

It is thus proposed that KEEA hire a part time Procurement Specialist to assist with the project preparation activities and should performance be satisfactory, be requested to serve in the Project Implementation Unit (PIU) through project implementation during the remaining Project activities to be conducted until end Dec 2022.

The main objective of this assignment is to hire an experienced procurement specialist to assist the Client in the project preparation and implementation activities as follows:

Project implementation activities: KEEA has primary responsibility to manage the project per the OM. This will include building selection, procurement of design and construction Experts, construction supervision and commissioning, hiring of all technical assistance Experts and approving their deliverables, reporting on project progress to the government and World Bank, coordinating with other donors, tracking of key project indicators, and other tasks as requested by the World Bank, ME or other project stakeholder.

3. Scope of Services

The services of a part time Procurement Specialist are required to assist KEEA with project preparation and implementation 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 Borrowers dated January 2011, and Selection and Employment of Procurement Experts under IBRD Loans and IDA Credits & Grants by World Bank Borrowers dated January 2011. The services of the Procurement Specialist will include, but are not limited, to the following:

Planning, preparation, implementation and monitoring of procurement activities under the project for remaining one year (until Dec 2022). He/she will report to the Project Manager (PM) and KEEA CEO. Principal functions of the Procurement Specialist will include the following:

Project Implementation

- Through working closely and coordination with the staff of PIU and ensure that the Technical Specifications and Terms of References for the planned activities are prepared in the timely manner and in accordance with the applicable procurement requirements for few remaining activities until Project closing.
- Updating of the project procurement plan and monitoring of the plan, World Bank approvals, and milestones.
- Preparation of procurement notices, contract awards notices, requests for proposals for consultancy services, bidding documents for civil works and procurement documents for procurement of goods based on World Bank guidelines. This includes package 6 for renovation (which will be retendered).
- Assist KEEA/PIU staff with selection of firms and individual Experts for procurement of consultancy services/goods/civil works, including preparation of bid evaluation reports and carrying out the bidding process, including bid administration and public bid openings—evaluations, contract negotiations, awards of contracts, contract administration and amendments, etc.
- Preparation of Bidding Documents, Request for Proposals and other documents based on the Standard Bidding Documents/Standard Procurement Documents and sample forms approved for the project, and selection process, including pre-bid or pre-proposal meetings, clarifications, bid opening and etc.
- Administrative and procedural support in evaluation of Technical and Financial evaluation of bids and the preparation of Bid Evaluation Reports in accordance with the OM provisions.
- Implement a reporting system which tracks all procurement actions and reports potential delays and issues, along with recommendations to resolve them.
- Maintain all information through the STEP system.

- Contract closure procedures and final reporting
- Assist the Procurement Specialist of Kosovo Energy Found (KEF).
- The procurement activities the procurement specialist will be involved in during his assignment (until Project closing of Dec 2022) are: (i) package 6 renovations works (re-bidding), (ii) follow up with contract implementation of on-going contracts rehabilitation works, and consulting services, (iii) any other assignment the PIU may need under Project.

4. Qualification Requirements

- University degree in either economics, engineering, finance, law, procurement field or equivalent;
- Must have at least 5 years of experience related to public procurement, and at least 5 years of procurement experience with the World Bank procurement procedures.
- Must have excellent interpersonal skills, demonstrated ability to communicate effectively and strong writing skills.
- Must have experience working as part of a team and have demonstrated ability to deliver complex tasks and resolve challenges that may arise.
- Proficient in key computer applications, e.g., Word, Excel, PowerPoint, have a strong client orientation,
- Excellent written and verbal communication skills in English and Albanian

5. Start of Work and Duration of the Contract

- The work of the consultant will take place from January 5, 2022.
- The Procurement Specialist shall be engaged on part-time basis for 40 working days until December 31, 2022.