**Terms of Reference**

**Position: Construction engineer**

# BACKGROUND

Republican state enterprise on the right of economic management “Kazvodkhoz” of the Committee of Water Resources under the Ministry of Agriculture of the Republic of Kazakhstan has applied for financing in the amount of US$ 143 million equivalent from the Islamic Development Bank toward the cost of the Rehabilitation of Irrigation and Drainage project.

The main objective of the Project is to enhance agriculture productivity and production and increase farmers’ income and welfare of the rural community, by improving water use efficiency and timely water delivery, improving soil fertility, maintaining the ground water table and reducing the salinity.

The project will help to solve above problems and improve the quality of irrigation and drainage services by financing project on rehabilitation of the drainage systems in Maktaral and Shardara districts of South Kazakhstan region on the area of 101 thousand hectares and the rehabilitation of irrigation systems in Almaty region on the basis of irrigated lands on the area of 35.5 thousand hectares.

Part of the project resources will be used for hiring of staff for Project Management Unit (PMU). The main PMU will be established in Astana city with supporting branches in South Kazakhstan and Almaty regions in order to support and organize the implementation of the project (construction of new facilities and improvement of existing facilities) as well as project monitoring.

**OBJECTIVES OF THE ASSIGNMENT**

1. The objective of the recruitment of the Procurement Specialist (PS) is to manage the procurement process of the projects and support the Project Managment Unit (PMU) in overall procurement management in the line with the loan Agreement terms under strict deadlines and standards as set out in the IDB^s Guidelines for Selection of Consultant Service and Procurement of Goods Works.

# SCOPE OF WORK

The duties of the procurement specialist would be in the following areas:

(i) Procurement and Selection planning;

(ii) Processing of Procurement ;

(iii) Contract administration and reporting;

(iv) Training Entities in Procurement Procedures.;

1. Procurement and Selection planning. The procurement specialist will be responsible for preparing and updating of consultants selection and Procurement Plans, detailing contract packages, the estimated cost for each package, the procurement method and processing times till completion.
2. In the areas of processing of Procurement Specialist will be accountable for the following:

(i) Preparation of specifications, bidding documents for goods and equipment contracts, requests for proposals for consulting assignment, and proposal application packages for subproject proposals using standard documentation agreed with IDB.

# (ii) Arranging for advertising contracting opportunities and assistance in invitating to bids

(iii) Assisting and advising in evaluation bids and proposals received, and recommending for the selection of consultants, contractors and suppliers.

(iv) Preparation required procurement and other documentation for review by the IDB.

(v) Finalization of contracts to be signer with contractors, suppliers, consultants and other entities with consequent management of contracts

(vi) Maintaining a recordof and ensure compliance with agreed procurement method thresholds, IDB prior review thresholds and agreed aggregate threshold amounts for less competitive procurement methods

3. In the area of *contract administration and reporting*, the Procurement Specialist will:

1. The Procurement Specialist supervised directly by PMU Director and he/she should submit monthly project procurement progress report against to procurement plan approved by the Bank.
2. Liaise with Technical Specialists (Engineers) and Accountant/Finance in preparing quarterly Project Management Reports (PMR) to be submitted the Bank. The PMR shall include (i) Financial Management Report; (ii) Progress Monitoring Report and (iii) Procurement Management and Subproject Report including contract expenditure information.
3. Monitor the implementation of contracts by suppliers, contractors, consultants and other entities involved in the project. Monitor and make sure validity of advance, performance guarantees and all others legal documents related to contract management.
4. Confirm delivery of goods and equipment as well as completion of civil works and recommending payments to suppliers.
5. Maintain proper and complete records of procurement in appropriate filing system to ensure ease of retrieval of information and to ensure the ease of following the paper trail of procurement by independent external auditors and/or Bank staff.
6. Perform any other tasks as may be assigned by Project Director from time to time.

The PS will be liaising with the focal points designated by each respective line Ministry involved in the project. The procurement focal points of line will be responsible for coordinating the preparation of technical specifications for the procurement of goods and services, and terms of references for consultants’ services, and other procurement activities as requested by the PS.

# QUALIFICATIONS AND EXPERIENCE

4. The Project Procurement Specialist is required to hold a bachelor’s degree in relevant discipline, e.g. Business, Law, Engineering, Public Administration etc. with minimum 5 years post graduate experience in international/national competitive procurement and contract management, preferably in public sector.

1. Must have good knowledge and practical experience of procurement policies and procedures of a multilateral financial institution (preferably IDB) as well as good knowledge of the institutional, technical, and commercial aspects of procurement.
2. High integrity and accountability in all aspects of project procurement;
3. Proven experience and skills in procurement negotiations and in dealing with partners: senior business executives and government officials;
4. Good working knowledge and fluency of written and spoken English and Russian Languages;
5. Excellent skills in project management demonstrated in previous jobs and proven track record in working effectively within multidisciplinary teams.

# TIMING AND OUTPUTS

5. The Project Procurement Specialist will be offered a one-year contract renewable for up to five years, subject to satisfactory performance. The PMU Director will evaluate performance of the Procurement Specialist in the first year as probation period, prior renewing contract and after consultation with IDB.

6. The PS will be mainly based in Astana at PMU office and will be expected to travel to project area (in Almaty or South Kazakhstan region) as it deems necessary.