

Republic of North Macedonia

Ministry of Transport and Communications

**VACANCY ANNOUNCEMENT**

**Recruitment of Individual Consultant**

**Job Position: PROCUREMENT SPECIALIST**

**LRCP-9034MK-A.3.1.13.4 WBTTFP-8929MK-411U**

**General Information:** The Ministry of Transport and Communications (the CLIENT) intends to engage highly qualified individual Consultant to provide services as Procurement Specialist of the Project Implementation Unit (the PIU) in the Ministry of Transport and Communications in North Macedonia. The Project Implementation Unit (the PIU) is staffed with different expert profiles in order to carry out complete project management for the two projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project financed by the World Bank. The assignment is full time for a period of 28 months, **in all cases not less than up to the end of the projects life.**

**Project Background:** The Local Roads Connectivity Project (the LRCP) is envisaged to support the selected municipalities by investments in reconstruction, rehabilitation and upgrading of local roads/streets that will enhance their mobility, connectivity and road safety. Moreover, the investments may include: sidewalks, bike paths, street lighting, slope and lands lading stabilization, junction improvement, pedestrian crossings, water drainage and capacity building of the municipal staff.

The Trade and Transport Facilitation Project Phase 1 in North Macedonia includes a combination of investments, technical assistance and regulatory and institutional reforms. It will primarily focus on adoption and implementation of a National Single Window (NSW) solution, improvements in border crossings in selected trade corridors BCP at Deve Bair and BCP at Kjafasan, deployment of an Intelligent Transport System (ITS) on the A1 motorway, which is part of Corridor X, and technical assistance.

**Position Objective:** To plan, monitor and control all project procurement activities by components, in close cooperation with the Ministry of Transport and Communications and other stakeholder agencies (as described in the Project Operation Manuals to be developed) and to ensure that procurement all goods, works, non-consulting and consulting services are carried out in accordance with the applicable Procurement Regulations , projects’ procurement plans and the provisions of the relevant Loan Agreements. In addition, he/she will develop, according to the project cycle and Procurement Plans, the implementation of activities as per contract specifications and in compliance with legal/regulatory framework of the World Bank. Thus, he/she will ensure that the works, goods and services are satisfactorily completed on time and within budget aligned with the contractual requirements.

**Tasks and Responsibilities:** Procurement Specialist of the PIU will be responsible for the following duties: Further develop and operate a financial management system which would include the following aspects: Manage everyday project operations from the legal and procurement aspects; Assist in preparation and provides input on status of projects’ procurement for semi-annual and annual progress reports for submission to the relevant Committee, the Ministry of Transport and Communications and the Government of the Republic of Macedonia, and/or the World Bank and/or any other donor as well as any other periodic or exceptional report and/or documentation on project, including procurement activities that may be required by the Ministry of Transport and Communications, and/or the World Bank and/or any other donor; Coordinate any amendments and changes relevant to procurement to the Project Operational Manuals and submit them to the relevant Committees for approval; Support the Project Director, with regard to procurement, to represent the project vis-à-vis Government institutions, local government units, international finance institutions and other multi-lateral and bilateral donors; Based on the work plans, develop annual implementation plans and procurement plans for the Projects and have them approved by the WB; Monitor of the overall projects implementation vis-à-vis procurement; Consolidate requests for procurement of goods, works, technical and consulting (TA) services and reflect them as relevant in the projects’ procurement plans; Prepare, in conjunction with project focal points and teams, procurement documents (e.g., invitations to bid, standard bidding documents, bid clarification and eventual amendments, bid evaluation reports, etc.); obtain timely relevant approval for procurement documents; Obtain timely WB no-objections for procurement documents; Arrange advertising in the UN Development Business and national newspapers and/or the Public Procurement Bureau’s portal for the procurement of goods, works, non-consulting and consulting (TA) services, required for the project; Coordinate the procurement process for each contract by guiding, assisting and/or preparing bidding documents as relevant, sending invitations for bids and clarifications to bidding documents; Collaborate and is involved in each step of the procurement/selection process, relevant for the specific contract; Organize and coordinate evaluation process, including to provide guidance to evaluation committees, prepare evaluation reports according to the standard forms of the Bank; Using Bank’s online procurement planning and tracking tools to record all procurement actions under the relevant projects, including preparing General Procurement Notice (GPN) for the projects, Specific Procurement Notices (SPN), Procurement Plan, including its updates and revisions, preparing relevant procurement documents, and seeking and receiving Bank’s review and no-objection to the above documents and all procurement actions as required. With reference to the above, be the key contact point in STEP (Systemic Tracking of Exchanges in Procurement) and manage all exchanges in procurement between the implementing agency and the Bank; Track progress of procurement activities against the plans set forth in the PIPs; highlight variations in progress, record reasons and identify remedial actions; Report this to the Project Director on a monthly basis; Prepare and submit for Bank review periodic procurement progress reports, keep list of completed, on-going and planned contracts and keep updated list of contracts subject to the WB post review; Revise the procurement plans in coordination with the PIU Officers, as needed, and submit to WB for no-objection if necessary; Provide assistance during project implementation activities with regard to procurement issues; Liaise with World Bank Procurement Specialist assigned to the Projects; Interact with other PIU Officers in order to support overall Projects activities; Any other activities in correlation with the implementation of the Projects.

**Knowledge, experience, skills and competences:**

Educational qualifications: At least a University Degree of a minimum of four years of study in a university or equivalent institution (a minimum of 240 ECTS credits);

Area of professional expertise: Procurement;

Years of experience: Minimum of 3 years’ professional experience in procurement of goods, works, technical and consulting (TA) services.

Required:

Knowledge of national legislation in the field of public procurement, construction, and other relevant;

Experience with planning and holding procurement process for goods, works, technical and consulting (TA) services;

Excellent Knowledge of Macedonian language; Excellent Knowledge of English language (reading, speaking, and writing), Excellent Knowledge of Macedonian language;

Computer skills - Word, Excel.

Managerial skills-Self-planning & organizing, problem solving, work under pressure, communication, teamwork, initiative.

Desirable:

Experience in Procurement associated with implementation of projects financed by international donors;

Knowledge of WB procurement policies and procedures (Procurement and Consultant Guidelines and/or Procurement Regulations);

State exam for public procurement specialist attended at Public Procurement Bureau-Ministry of Finance RNM;

Knowledge of FIDIC and Contract Monitoring.

**Applications:** The candidates should submit their Letters of Application, CVs, and Letters of Motivation (all documents in English language) only electronically to the following e-mail: konkursi@mtc.gov.mk . The deadline for submitting the applications is **25 August, 2023, the latest.** The candidates can find the ToR for the announced job position in the following link <http://mtc.gov.mk>.