



MILLENNIUM CHALLENGE
ACCOUNT MOLDOVA



MILLENNIUM
CHALLENGE CORPORATION
UNITED STATES OF AMERICA

JOB DESCRIPTION

PROCUREMENT DIRECTOR

Public Institution “Millennium Challenge Account Moldova” intends to recruit a Procurement Director for its Management unit to assist the implementation of the Compact Program financed through the Millennium Challenge Corporation (MCC), a United States Government institution. In this way, experienced candidates are sought for the position of Procurement Director, a full-time position that reports directly to the MCA-Moldova Executive Director.

The Procurement Director will be accountable for the management of the flow of procurement activity to implement the MCA-Moldova Program. He will be responsible to coordinate the functions performed by the Procurement Agent, MCA-Moldova and any individual or entity that has or manages a procurement contract.

Background of the Projects

(a) The Road Rehabilitation Project will improve part of the M2 and R9 roads, which form an arterial highway from the Moldovan capital, Chisinau, through the city of Soroca, to the Ukrainian border and beyond to Kyiv, the Ukrainian capital. The Road Rehabilitation Project consists of the following:

(i) *M2 Road Activity.* Activities will be undertaken to rehabilitate and upgrade a 93 km portion of the M2 and R9, beginning near Sarateni at the southern end and ending at the junction with the R7 road west to Drochia (the “Drochia junction”) at the northern end. There will be also efforts spent to replace or upgrade associated structures within this segment of the M2 and R9, such as bridges, drainage systems and culverts, to improve road maintenance and safety. The improvement is expected to reduce vehicle operating costs, reduce travel time, change maintenance costs, cause an increase in the value of goods moved and cause an increase in frequent travel.

(ii) *Supplemental Feasibility Study/ESIA and Design.* This activity includes the development of a feasibility study/environmental and social impact assessment for the road segment from Arionesti to the border crossing in Otaci, detailed design work, development of a resettlement action plan and an updated environmental and social impact assessment for the entire road section from the Drochia junction to the border crossing in Otaci.

(b) Transition to High Value Agriculture Project consists of the following:

(i) Rehabilitation of up to 11 irrigation systems covering a command area of up to approximately 15,500 hectares (Centralized Irrigation System Rehabilitation Activity);

(ii) Technical assistance and capacity building to support legal transfer of management and operations of MCC-rehabilitated systems from the Government to Water User Associations, improvement of water resource management, including establishment of a modern water rights system, and ensure the legal and institutional framework needed for private and/or donor investment in the irrigation sector (the Irrigation Sector Reform Activity);

- (iii) Technical assistance and term financing to support high value agriculture-related investments by farmers and rural entrepreneurs (Access to Agricultural Finance Activity); and
- (iv) Provide market development support and technical assistance and training to help producers and agribusinesses better access high value agriculture markets and support the shift to high value agriculture at the production and post-harvest level, and promote sustainable agricultural practices (Growing High Value Agriculture Sales Activity), the latter to be undertaken jointly with, and administered by, the United States Agency for International Development (USAID).

Position Duties

- The Procurement Director is overall accountable for the management of the flow of procurement activity to implement the MCA-Moldova Program. The primary function of the Procurement Director is to coordinate the functions performed by the Procurement Agent, MCA-Moldova and its Procurement/Contract Administration Consultants and any other individual or entity that performs or manages a procurement contract.
- He/she ensures that all procurement transactions are implemented in accordance with MCC Program Procurement Guidelines, consolidates and keeps records of all procurement activity and reports on progress of this activity.
- The Procurement Director works in accordance with the supervision line as stated in the MCA-Moldova's organizational chart

Director and manages the Procurement sub-division. He/she serves as the primary liaison between the Procurement Agent, MCA-Moldova and outside entities from a variety of specialized projects on all procurement activities and facilitates the smooth interplay between all elements of the procurement process. A key aspect of this function involves synchronizing the substance and process elements of procurement activities.

Description of tasks

- Ensure that all acquisition and procurement activities of the Compact follow the relevant laws and regulations, consistent with international practices and in an efficient manner to ensure effective implementation of the Compact.
- Coordinate the functions of MCA-Moldova, the Project Teams and the Procurement Agent in implementing the program, including identifying initial procurement needs and organizing procurement operations.
- Ensure a timely and effective exchange of information between MCA-Moldova, Procurement Agent and MCC to achieve and maintain efficient, transparent and timely procurement processes.
- Develop the position description for the Procurement sub-division staff and participate in the selection and interviews process. Then once hired, supervise the Procurement staff to most effectively provide the necessary support to achieve the objectives and targets of the Program.
- On a daily basis, lead, manage and motivate the sub-division Procurement staff.
- Provide required inputs for all relevant periodic MCA-Moldova Plans (inter alia, Work Plans for Program Administration and Program Implementation, Detailed Financial Plan, Procurement Plan, Fiscal Accountability Plan and Audit Plan) as required by the MCA-Moldova, Steering Committee and MCC.
- Provide required inputs for all relevant MCA-Moldova Reports relating to procurement, as required by the MCA-Moldova Steering Committee and MCC.
- Review the Solicitation Documents, including Technical and Combined Evaluation

Reports, Procurement Plans, Procurement Implementation Plans, and all other required documents prepared by the Procurement Agent and recommend any necessary changes or improvements to ensure they comply with the MCC Program Procurement Guidelines and that they respond to the needs of MCA-Moldova.

- Draft Procurement Performance Reports.
- Review the clarifications prepared by Procurement Agent to written queries and requests from respondents, and addendums to the solicitation documents during the bid and proposal preparation period.
- Review the Procurement Operations Manual prepared by the Procurement Agent and recommends any changes or improvements to ensure it responds to the operational reality of MCA-Moldova. Ensure that the Procurement Agent acts consistently with the approved Procurement Operations Manual.
- Monitor compliance by the Procurement Agent with all the rules and procedures of the MCC Program Procurement Rules.
- Guard against conflicts of interest, real or in appearance, in the operation of the procurement activity.
- Maintain controls throughout the process for selection of the suppliers, contractors and consultants to ensure good faith, fair dealing and appropriate confidentiality by representatives of the Procurement Agent and others who are officially involved in the procurement activity.
- Protect the procurement activity from fraud, waste and abuse.
- Ensure providing by MCA-Moldova prompt and fair response to bid challenges about the procurement activity. Serve as a member of the first level of review of the Bid Challenge System.
- Support the Executive Director, Deputy Executive Director and MCA-Moldova staff in maintaining the integrity of the procurement process.
- Facilitate the preparation and submission to the Procurement Agent of necessary documents by the technical staff of MCA-Moldova and the Project Teams. Serve as the bridge between technical staff and procurement staff.
- Participate, as needed, in preparing for and carrying out contract negotiations with the firms awarded contracts for the supply of goods, provision of consulting services or performing works for Program. Support putting in place by MCA-Moldova, before conducting procurement for goods, works or services, a proper system for acceptance of goods, works or services as appropriate and reasonable.
- Assist MCA-Moldova staff on aspects of contract management and administration.
- Maintain close communication and coordination with Procurement Agent to ensure a timely and effective exchange of information to assure efficient, transparent and timely procurement processes. Support resolution of contract disputes. Support administration of actions by MCA-Moldova to suspend and terminate contracts.
- Assist Road Project Director and THVA Project Director in developing and
- implementation by MCA-Moldova of a proper system for oversight and review to address the quality of the performance of services and acceptance of deliverables; quality assurance, project management and supervision during the performance of the works contracts; and, acceptance of works (and issuance of Taking-Over Certificate) or goods.
- Assist Road Project Director and THVA Project Director, in coordination with the actions of the construction supervision (Engineer), in processing the following: (i) approval (or reject) goods, works or services; (ii) requests to repair defects; (iii)

enforcement of warranties; (iv) actions to address delays in delivery and performance; and, (v) such other contract management actions taken on behalf of MCA-Moldova with respect to the RRP.

- Approve procurement decisions as set out in the MCC Program Procurement Guidelines.
- Provide required inputs/support to enhance the design and workings of the Management Information System of MCA-Moldova, which is the responsibility of the Executive Director.
- Direct and control the sub-division in consultation with the Executive Team to ensure they are appropriately motivated and trained to achieve the set objectives. Is overall responsible to ensure excellent customer service throughout the sub-division.
- Manage staff towards agreed standards of service and work excellence.
- Play a pro-active role in the MCA-Moldova senior management based on own specific area of expertise.
- Actively participate in and contribute to the other management functions such as administration and finance, project implementation, monitoring & evaluation, environmental & social assessment, community outreach, information and communication technology, human resources development and issues of legal nature.
- In coordination with the Procurement Agent, provide inputs into the selection of Technical Evaluation Panels and Bid Review Panels according to MCA and MCC procedures.
- Review and approve invoice requests submitted by Procurement Agent firm of MCA-Moldova for respective services.
- Upon review by the appropriate entities, and/or other appropriate governmental and nongovernmental agencies, approve final receipt of Procurement Agent firm's services and for the corresponding closing of a contract.
- Review reports from Procurement Agent on procurement progress and provide technical support to keep the Program procurements on schedule.
- Identify additional specialist input requirements and in coordination with the Procurement Agent, oversee their procurement;
- In coordination with the respective Project Director and Legal Advisor, review any claims from the consultants and contractors with respect to time extensions or extra payments and in general with respect to the consultants/contractors' conformance and compliance with his contractual obligations.
- Perform other tasks and responsibilities related to the Program procurement activity as requested by the Executive Director from time to time.

Qualifications and Experience

- A minimum of a graduate degree in business administration, public administration, finance, law, international development, or related field.
- Four (4) years experience developing and managing procurements in systems applying International standards.
- Ability to coordinate with numerous distinct entities in overseeing and reporting on procurement activities;
- Substantial experience in working with international financial institutions and other donor organizations;

- Proven familiarity and/or experience with International Donor Institutions' procurement guidelines and procedures, particularly those of the World Bank and/or US Government;
- Proven ability to negotiate large contracts in a national and international context;
- Ability to generate and analyze standard and *ad hoc* procurement reports under time pressure;
- Demonstrated ability to work collaboratively with domestic and international stakeholders and counterparts;
- Superior organizational and time management skills;
- An assertive personality and an ability to manage multiple priorities/demands/interests under tight deadlines;
- Ability to lead, manage and motivate a qualified professional team;
- Demonstrated professionalism, good judgment and flexibility to work as necessary outside normal work hours to meet the deadlines and needs of the position;
- Ability to work with multidisciplinary teams and institutions;
- Responsible and flexible attitude and capacity to manage a variety of tasks with minimal supervision;
- Fluent in written and oral communication in Romanian and English; good proficiency in Russian.
- Strong computer skills with functional working knowledge of Microsoft Office applications (Word, Excel, Power Point, Project);

The candidate also must:

- Be a citizen of the Republic of Moldova, or a resident of the Republic of Moldova holding an appropriate work permit.
- Be of outstanding character and integrity.
- Be free of all conflicts of interest and committed to protecting the integrity of the Program.

Instructions for Submission of Applications

To be considered, candidates must submit the following information:

- 1) Cover letter (maximum three pages) addressing candidate's ability to perform duties and responsibilities as stated in the position description above.
- 2) Curriculum Vitae (not to exceed three pages excluding publications, if applicable) stating the applicant's educational background including degree(s) obtained, professional experience in reverse chronological order, language proficiency, and any other relevant professional information.

3) Names and contact information (telephone number(s) and email address) of three professional references. Please clearly state the relationship of the professional reference to the candidate (e.g., supervisor, former colleague, other).

4) Deadline for receipt of the aforementioned information is **July 4th, 2012 at 17:00 in Chisinau, Moldova**. Complete application packages must be expedited to the following email: office@mca.gov.md

Your email should specify the position name for which you are applying in the subject line of the email message. You should also submit the application materials in PDF format.

5) If the applications are sent by mail, the application package must be sent in an A4 envelope that is marked with a reference. This reference can include the name of the candidate or any other single reference chosen by the candidate. Applications submitted by fax will not be accepted.

6) The cover letter and curriculum vitae must be submitted in English.

7) Short-listed candidates will be contacted for interviews. Questions and/or phone inquiries from applicants prior to formation of the short-list will not be accepted.