

***TERMS OF REFERENCE***  
**Sustainable Development Account Moldova**  
**Procurement Consultant**

***Position Duties***

The Procurement Consultant is overall accountable for the management of the flow of procurement processes during implementation of the Sustainable Development Account Moldova (SDA-Moldova) activities. The primary function of the Procurement Consultant is to ensure that all procurement transactions are implemented in accordance with the Program Procurement Guidelines issued by the Millennium Challenge Corporation (MCC) and with SDA-Moldova bylaws, including maintaining complete and accurate records of all procurement activities in accordance with MCC and Moldavian legislation requirements.

The Procurement Consultant works on a part-time basis under the supervision of the SDA-Moldova Legal Advisor or nominated Supervisor (according to the SDA-Moldova Organigram) and manages the procurement activities.

He/she serves as the primary liaison between SDA-Moldova and potential competitors on the market for 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 procurement activities of the SDA-Moldova follow the relevant laws and regulations, consistent with international practices and in an efficient manner to ensure effective implementation of the SDA-Moldova activities;
- Coordinate the functions of SDA-Moldova Activity Teams in identifying procurement needs and organizing procurement operations;
- Ensure a timely and effective exchange of information between SDA-Moldova, bidders and third parties to achieve and maintain efficient, transparent and timely procurement processes;
- Provide required inputs for all relevant periodic SDA-Moldova Plans (inter alia, Work/Activity Plans, Detailed Procurement Plan, Fiscal Accountability Plan and Audit Plan) as required by the SDA-Moldova;
- Prepare the periodic Procurement Plans of SDA-Moldova, as well as the Procurement Implementation Plans for each procurement;
- Develop the relevant SDA-Moldova Reports relating to procurement, as required by the SDA-Moldova Steering and Executive Committee;
- Develop procurement documents, Terms of References and evaluation criteria, based on the inputs received from SDA-Moldova Activity Teams;
- Prepare Procurement Quotations Evaluation Reports (QER), Technical Evaluation Reports (TER), Combined Evaluation Reports (CER), Bid Review Reports (BRR) including Technical and Financial Evaluation, based on the evaluations submitted by the Technical Activity Teams

and recommend any necessary changes or improvements to ensure compliance with the MCC Program Procurement Guidelines and adequacy to the needs of SDA-Moldova.

- Create, maintain and update a Contract Administration/Management Database that would allow effective monitoring of contracts and deliverables;
- In coordination with Technical Activity Team prepare the clarifications to written queries and requests from potential bidders, as well as any necessary addendums to the procurement documents during the bid and proposal preparation period;
- Review and update the Procurement Operations Manual (POM) for SDA-Moldova and recommend any changes or improvements to ensure it responds to the operational reality of SDA-Moldova. Ensure that the procurement activities are implemented consistent with the approved POM;
- Support the Executive Director and SDA-Moldova staff in maintaining the integrity of the procurement process, protect the procurement activity from fraud, waste and abuse;
- 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 SDA-Moldova and others who are officially involved in the procurement activity;
- Ensure providing by SDA-Moldova prompt response to debriefing requests related to the procurement activities;
- Facilitate the preparation of Scope of Work, Technical Specifications, Cost and Level of Effort Estimation of SDA-Moldova Technical Activity 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;
- Responsible for contract administration activities according to the specific provisions of the POM;
- Facilitate communication and coordination with Technical Activity Staff to ensure a timely and effective exchange of information to assure efficient resolution of contract disputes;
- Support administration of actions by SDA-Moldova to suspend or terminate contracts;
- Assist SDA-Moldova Activity Leads in developing and implementing a proper system for oversight and review to address the quality of the performance of services and acceptance of deliverables, quality assurance, contract management and supervision during the performance of the works contracts and acceptance of works or goods;
- Assist SDA-Moldova Activity Leads 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 SDA-Moldova;
- Identify additional expert input requirements for elaboration of ToR, SoW and technical Specifications;
- In coordination with the respective SDA-Moldova technical staff 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.

- The Consultant may be requested by the management of the institution to perform other tasks directly related to the procurement activities, but not explicitly listed above.

***Qualifications and Experience Required:***

- A minimum of a bachelor degree in business administration, public administration, finance, law, international development, information technologies or related field.
- Seven (7) years of experience in procurement conducted according to international standards.
- 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 MCC or World Bank;
- Ability to coordinate with numerous distinct entities in organizing and reporting on procurement activities;
- Ability to generate and analyze standard and ad hoc procurement reports under time pressure;
- Proven abilities to procure and negotiate national and international large contracts, including infrastructure ones would be considered an advantage;
- Demonstrated ability to work collaboratively with domestic and international stakeholders and counterparts;
- An assertive personality and an ability to manage multiple priorities/demands/interests under tight deadlines;
- 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, MS Project, Share Point);