**TERMS OF REFERENCE AND SCOPE OF SERVICES**

**Social Services Improvement Project (SSIP)**

Procurement Assistant/Officer

1. **OVERVIEW**

The Government of the Republic of Macedonia has received Loan from the International Bank for Reconstruction and Development, for implementing the Macedonia Social Services Improvement Project (SSIP).

The SSIP development objective is to expand access to and improve the quality of social services, including preschool services, for vulnerable groups.

The [Social Services Improvement Project](http://projects.worldbank.org/P162246?lang=en) will help address the challenges that are particularly associated with social exclusion of vulnerable groups and the low quality and fragmentation of Early Childhood Education and Care (ECEC) and social services.

By supporting strengthening the overall social protection delivery system for improved service provision and access to services by existing social assistance recipients and by vulnerable groups and by support of quality early learning for preschool children and their families and strengthen the transition into primary education with focus on inclusive education and learning, the project will contribute to the GoM’s ultimate objectives of alleviating poverty and enhancing human capital by supporting the strengthening of the effectiveness and efficiency of the GoM’s social safety net and thereby reducing the inter-generational transmission of poverty over the long run.

1. **OBJECTIVE OF THE ASSIGNMENT**

Procurement of goods, works and services related to the SSI Project Implementation.

1. **SPECIFIC TASKS**

* Assisting the Procurement Manager in day-to-day project procurement activities;
* Assisting the Procurement Manager in Preparation of the annual work plan;
* Assisting the Procurement Manager in preparation and revision of procurement plan;
* Assisting the Procurement Manager in preparation of procurement documents (invitation of bids, standard bidding documents, evaluation reports, contracts, etc) ;
* Arrange advertising for the procurement of goods and services;
* Organize and coordinate procurement evaluations including evaluation criteria, contract award/rejection notices and all other documentation associated with the evaluation process;
* Provide guidance in bid evaluation to nominated committees;
* Provide assistance during the project implementation activities in respect to the procurement issues;
* Interact with other PMU members in order to support overall project activities;
* Any other activities in correlation with the implementation of the SSIP project.

1. **EXPERIENCE AND QUALIFICATIONS**

* University degree;
* Minimum 7 years general/professional experience and 2 years respectively specific/relevant experience in procurement for goods, works, technical and consulting (TA) services associated with the implementation of projects financed by the World Bank (WB) or other international donor;
* Familiarity with planning and holding tenders for goods, works, technical and consulting (TA) services;
* Macedonian and English language proficiency;
* Computer operation

1. **REPORTING OBLIGATIONS**

The consultant shall regularly debrief the Project Director, the Project Manager and the SSIP Procurement manager on the progress in respect to the contract obligations performed.

1. **DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT**

The Consultant will be provided with suitable office space, appropriate equipment such as PC and printer.

Selection method and contract: The selection method is Selection of Individual Consultant and the contract shall be Time based according to the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non‐Consulting and Consulting Services, (Regulations) issued in July 2016, revised November 2017., [www.worldbank.org](http://www.worldbank.org).

1. **DURATION OF ASSIGNMENT**

The duration of the assignment shall be 12 months. A downstream work might be needed, subject to Client's business needs under the project and subject to consultant's satisfactory performance.