

TERMS OF REFERENCE

Procurement Specialist

SAVA AND DRINA RIVER CORRIDORS INTEGRATED DEVELOPMENT PROGRAM-Phase 1
Component 4 - Regional activities

1. Relevant background information for the assignment

Sava and Drina River Corridors Integrated Development Program (SDIP) aims to accelerate regional economic development in the Western Balkans and help strengthen the transboundary cooperation, improve navigability, and flood protection in the Sava River Basin. SDIP will be implemented through a two-phased programmatic approach. The SDIP Phase I (Project), planned to last until August 2026, is implementing through the following components:

- (i) **Component 1:** Integrated Management and Development of the Sava River Corridor – that finance investments in renovation and upgrading of flood protection infrastructure;
- (ii) **Component 2:** Integrated Management and Development of the Drina River Corridor that support multipurpose investments along the Drina River to reduce the risk of flood in the Phase I;
- (iii) **Component 3:** Project Preparation and Management –support preparation of SDIP Phase II activities;
- (iv) **Component 4:** Regional Activities – with aim to strengthen strategic regional dialogue, joint planning and sustainable management and development of the shared water resources in the Sava and Drina River Basin, including building resilience to climatic shocks.

Implementation of the Component 4 - Regional activities aims to support policy dialogue, consultations, preparation of basin-wide plans and studies, and to strengthen the nexus between various water uses, promote intersectoral development synergies and economic cooperation of the Sava and Drina Corridors.

The activities under Component 4 of the Project are to be implemented by the International Sava River Basin Commission (ISRBC).

2. Objective of the Assignment

The objective of hiring a *Procurement Specialist* is to ensure the execution of procurement of goods and services planned by the Component 4 of the Project. The Procurement Specialist shall provide consulting services as specified in this Terms of Reference (TOR).

3. Scope of Services

The *Procurement Specialist* will work under the direct supervision and reporting obligation to the RPIU Director /ISRBC Executive Secretary and will be responsible to:

- Ensure that procurement of goods and services follow the standard World Bank guidelines, procedures, and relevant documentation, for all items financed through the grant;
- Perform her/his daily activities in the line with (i) RPIU responsibility, reporting and communication arrangements; (ii) relevant project documents;
- Prepare all necessary tender documentation for the Project;
- Ensure that all relevant procurement documentation is internally properly reviewed and approved, in a timely fashion transmitted to the World Bank for revision and no objection and if needed appropriately disclosed and/or published;
- Establish and maintain in the RPIU comprehensive database of all procurement related documentation, and efficient procurement and contracting tracking system;
- Prepare updates and amendments of the Project Procurement Plan;
- Assist and take part in tender committees and concerned technical working groups in formulating appropriate evaluation and selection criteria;
- Monitor receipt of bids, quotations and proposals and ensure their safekeeping until public opening, until contract award and/or return of documents, as needed;
- Organize and carry out public bid openings, prepare draft minutes of these openings, and ensure preparation of comprehensive evaluation reports;
- Participate in contract negotiations and facilitate the signing procedure;
- Prepare notifications for winning bidders in a timely fashion, and draw up contracts for approval and signature;
- Conduct general contract administration and monitoring;
- Prepare as required reports on all upcoming and ongoing procurements and contracts;
- Provide professional assistance to other RPIU staff as it pertains to general requirements to preparation of terms of reference or specifications;
- Assist in regular training on procurement and contract management-related aspects to all ISRBC Secretariat staff, and stakeholders involved;
- Perform any other jobs related to procurement operations, assigned by the RPIU Director.

4. Qualification Requirements

General qualification (mandatory requirements):

- A minimum level of education corresponding to completed university studies of at least 4 years attested by a diploma (equivalent to 300 ECTS) with major in economics, business, law or engineering;
- Have a minimum of seven (7) years of professional experience relevant for post;
- Excellent command of both written and spoken English and one of the official languages of the ISRBC;
- Valid driving license/B category.

Adequacy for the Assignment (experience and competencies that would be taken as an advantage):

- Knowledge of the World Bank's procurement regulations;
- Proven experience in the World Bank's procurement procedures;
- Other relevant procurement experience in public or private institutions and organizations, preferably with International Financing Institutions and/or donor funded projects;

- Relevant experience in the region (knowledge of administrative systems, government organizations, etc.)
- Excellent communication, interpersonal, organizational and team working skills.

5. Assignment Arrangements

Regional Project Implementation Unit (RPIU) is established within the ISRBC Secretariat, Kneza Branimira 29, Zagreb (Croatia) to implement the Component 4 of the Project. The Procurement Specialist will be a member of the RPIU team on a full-time basis during the lifetime of the Project (the closing date is July 30, 2026), with a 3-months probationary period.

The Procurement Specialist shall in principle work in the premises of the ISRBC Secretariat, with occasional short trips to support the implementation of the Project, as needed.

6. Selection Procedure

The Procurement Specialist will be selected in accordance with the procedures set out of in the *World Bank's Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, World, Non-Consulting and Consulting Services, July 2016, revised August 2018, and November 2020* (“the Regulations”). The attention of interested Consultants is drawn to paragraph 3.16 and 3.17 of the Regulations, setting forth the World Bank’s policy on conflict of interest.

The selection will be carried out applying *the Open competitive selection* method. Interested candidates should send a detailed and up-to-date CV, as well as a covering letter explaining what makes them suitable for this position **only electronically** to the following e-mail: isrbc@savacommission.org by May 8, 2023, at 14:00, the latest. All documents must be in English language.

The candidates who meet the mandatory requirements will be invited to an interview to assess their ability to carry out the tasks of the post. They will be required to submit evidence of meeting the mandatory criteria before the interview (copy of diploma, driver's license, etc.) as well as any other certificate that confirms their adequacy for the assignment.

The number of points to be assigned to each candidate shall be determined considering the following two sub-criteria and relevant percentage weights:

- 1) General qualifications (mandatory requirements): 40 %
 - 2) Adequacy for the Assignment 60%
- Total weight: 100%