

## **TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT SPECIALIST**

### **Background**

The Republic of Serbia and the International Bank for Reconstruction and Development (Hereinafter: IBRD) concluded the Loan Agreement (Hereinafter: LA) for the Second Real Estate Management Project in Serbia (Hereinafter: The Project), signed on August 21<sup>st</sup>, 2024 and ratified by the Parliament of the Republic of Serbia in its session on November 27<sup>th</sup>, 2024 (“Official Gazette RS – International Agreements”, No 9/2024 of December 3<sup>rd</sup>,2024).

The Project Development Objectives are to improve the transparency, accessibility, and reliability of Serbia’s real property management systems.

The Project consists of three components: (A) Implementation of the Property Mass Valuation System; (B) Integration of Information Systems and the NSDI Services Development; and (C) Institutional Improvement, RGA Sustainability and Project Management.

The Project became effective in December 2024 and is in implementation with the Closing Date on July 31, 2029.

The implementing agency for the Project is Republic Geodetic Agency (RGA). The Project Implementation Unit, composed from RGA staff and externally engaged consultants and headed by the PIU Director, is established within the RGA to provide day to day support to project implementation. Procurement Specialist to be engaged under this ToR will work together with two other Procurement Specialist (one Senior Procurement Specialist and one Procurement Specialist) who have been already engaged on the Project as part of the PIU.

A full description of the Project is provided in the document “Project Appraisal Document” (PAD)<sup>1</sup> and Loan Agreement (LA). The Project Operations Manual has been developed for the Project and provides the information on the project management procedures that apply for the Project.

### **Objective**

The objective of the Services of the Procurement Specialist (Consultant) under this ToR is to ensure, in close cooperation and coordination with other two PIU Procurement Specialists, that the project procurement activities are carried out in alignment with the World Bank Procurement Regulations for IPF Borrowers: Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, dated September 2023, national legislation and other project documents applicable in accordance with the Loan Agreement.

### **Scope of Services**

In general, the Consultant’s scope of work will cover: i) procurement management for the assigned project activities in accordance with the procurement procedures defined in the Loan Agreement and other applicable project documents; ii) cooperation and collaboration with PIU staff, RGA technical experts, and/or other stakeholders in Project implementation, as may be needed for the purpose of bringing the procurement activity to a result; iii) Engagement with market participants to understand market conditions and incorporate them in the design of procurement strategies and plans for the specific project activities; v) contract monitoring and management; vi) filing of procurement related documentation;

Under the above scope of work, the Consultant will carry out the following specific tasks:

- Coordinate the assigned procurement activities agreed under the Project;
- In consultation with the PIU Procurement Specialist(s) and project management, update the Project Procurement Plan, as needed;

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<sup>1</sup> Available at <https://projects.worldbank.org/en/projects-operations/document-detail/P500611?type=projects>

- When needed, in consultation with the PIU Procurement Specialist(s) and project management, update the Project Procurement Strategy for Development (PPSD), ensuring that information on the market conditions is properly reflected in the planned procurement arrangement;
- Prior to initiation of procurement activity, provide support and guide the RGA in the market analysis, market consultation or market engagement activities, as may be required and prepare relevant records on any such conducted process;
- Provide procurement related support to various relevant experts and project' beneficiaries who develop the technical specifications and TORs;
- Create and amend the electronic version of the procurement plan and conduct procurement activities for goods, IT, non-consulting services and consulting services through Systematic Tracking of Exchanges in Procurement (STEP);
- Draft procurement documentation in accordance with the World Bank Regulations and templates of Bank's standard procurement documents or other template(s) as may be agreed with the Bank;
- Prepare and issue procurement notices mandated by the procurement procedures;
- Respond to requests for clarifications, issue and amend procurement documents when necessary;
- Arrange for and properly record the proceedings of the pre-bid meetings;
- Arrange for and properly record the proceedings of public bids/proposals openings, prepare and submit minutes of openings to the World Bank;
- Provide procurement related guidance/advice to the Evaluation Committee members;
- Prepare evaluation reports in the format required by the World Bank;
- Arrange and participate in procurement negotiations processes and record the agreements reached;
- Draft contracts in coordination with the firms/individuals recommended for contract award (legal entities or individual consultants); Issue final versions of the agreed contracts to be signed by the parties in accordance with the procurement documentation and Regulations;
- Prepare announcements on contract awards and information for the winning bidders/consultants (legal entities or individual consultants);
- Monitor receipt of signed contracts and contract guarantees;
- Monitors the contract implementation under the project and ensures the timeliness of action should an contract amendment be required;
- Maintain and archive project's procurement files, including electronic archive;
- Alert the RGA on any significant delay in project activities compared to the timeline in the approved Project Procurement Plan or otherwise agreed with the Bank;
- Provide inputs for the Project progress reports/procurement reports, as needed;
- Contribute to preparation of the project budget projections (on project annual and overall basis);
- Liaise with the World Bank procurement staff and obtain all necessary clearances prior to issuing procurement documents or awarding contract;
- Conduct all procurement due dilligence in project activities that are subject to the procurement post review by the Bank and ensures their compliance with the WB Procurement Regulations;
- Provide input for the revision/update of the Project Operations Manual, if necessary;
- Participate in the yearly procurement project audit, including external audits performed by local control authorities;
- Lead the RGA's/PIU's due diligence and follow-up efforts relating to any procurement related complaints received, ensuring compliance with the complaint handling procedure defined under the World Bank Procurement Regulations;
- Perform any other duties related to the held position assigned by the PIU management

Distribution of work on the above tasks among two Project Procurement Specialists and Senior Procurement Specialist in the PIU shall be agreed with the PIU Director, to whom the Procurement Specialist shall report to or with the PIU Deputy Director. The PIU director shall ensure that the

workload among the procurement specialists is distributed appropriately with the objective of ensuring the timeliness of the procurement process.

### **Reporting requirements**

The Consultant will report on the performance on monthly bases. The reports will be prepared in the form of time-sheets which will include, inter alia, the list and description of activities performed under the Project.

Other reports shall be prepared in accordance with the frequency for reporting as stated in the Loan Agreement and/or other procedures and documents applicable for the Project.

### **Qualification requirements**

- Univeristy degree in one of the domains like economics, engineering, law, public procurement or other related areas;
- At least 10 years of working experience in implementing donor-funded project(s);
- At least 5 years of experience in procurement in accordance with World Bank Procurement Regulations and/or procedures of other International Financial Institutions;
- Excellent knowledge of English
- Computer literacy

Additional skills and qualifications will be considered an advantage:

- Experience in implementing cadastral-related projects.
- Knowledge of STEP usage
- Completed training in WB procurement policies and procedures

### **Duration of the Assignment**

Depending on the commencement date, the planned time for the Consultant's engagement is 50 months but will not go beyond the Project Closing Date as stated in the Loan Agreement. The contract shall be concluded for a maximum of 10(ten) working days over 1(one) month. The Consultant shall be engaged on a part-time basis.

### **Client's input**

Besides the working space, the Client will provide the Consultant with computer with access to internet and other office essentials as may be required. For the official business trips as may be agreed with the Client, a vehicle for travels (with maintenance costs covered) will be also made available.

### **Selection and Contract Model**

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method as set out in the World Bank's "Procurement Regulations for IPF Borrowers" (September 2023).

The Contract will be a time-based contract for small assignments, in compliance with World Bank requirements.