**Republic of Albania**

**National Agency for Information Society (AKSHI)**

**Improving Equitable Access To High Standard Public Services Through Govtech (P177845)**

Terms of Reference

**PROCUREMENT CONSULTANT SUPPORTNG COORDINATION UNIT (CU)**

REF. NO. [AL-AKSHI-370743-CS-INDV](https://operationsdashboard.worldbank.org/project/secure/P177845/activity/744820?agencyCode=10270)

1. **BACKGROUND**

The GoA has demonstrated, and continues to demonstrate, a high level of political and bureaucratic commitment to the Digital Transformation agenda. The cross-cutting Strategy, "Digital Agenda of Albania 2015-2020”, (with its extended Action Plan to 2022) played an important role in strengthening the foundations for digital transformation. The achievements of this Strategy demonstrate a strong cross-Political party consensus and significant citizen backing for the modernization, digitalization, and improvement of the public sector in Albania. The government’s new Digital Transformation program leverages and builds upon these foundations.

The GoA has a new Digital Transformation program (p) underpinned by a clearly articulated medium-term vision. The program is captured in the government’s 2030 political vision (2021), the National Strategy for Development and Integration (NSDI) (2022-2030), and the Albania Digital Agenda Strategy and Action Plan 2022-2026. The political vision document states that Albania should be fully digitalized by 2030. The GoA program is primarily operationalized and financed through the “Albania Digital Agenda Strategy and Action Plan 2022-2026”. Its core objectives are to improve the quality of public services, through digitalization, and to radically increase the integration of new digital technologies into all government functions and services to enhance government efficiency, effectiveness, transparency, and data security.

The World Bank has allocated 65 million USD to support Government’s Digital Agenda 2022-2026 GoA through the Program “**Improving Equitable Access To High Standard Public Services Through GovTech”,** of which an IBRD Program for Results (PforR) in the amount of US$60 million and US$ 5 million of Investment Project Financing (IPF).

The project is **which** is structured around three Result Areas (RA):

**Results Area 1 (RA1): Enhancing E-Service Quality and User Experience.** This RA will support the government program ambitions to improve: (i) usability, efficiency, and pro-activity of the e-Albania portal; and (ii) the quality of digital services, to provide advanced, proactive solutions on secure platforms and improve Digital Service Standards

**Results Area 2: Improving Digital Skills and Digital Inclusion.** This RA will support the Albanian Digital Transformation program’s ambitious objectives to transform learning, modernize customer service and ensure accessibility for all citizens.

**Results Area 3: Strengthening Priority GovTech Enablers.** This RA supports the GoA in its program objectives to: (i) strengthen data governance, data security and transparency; and (ii) adopting enabling digital systems, requirements, and intelligent processes.

1. **OBJECTIVE OF THE ASSIGNMENT**

The objective of this ToRs is to hire an individual consultant in the Coordination Unit as Procurement Consultant who shall provide support to the Coordination Unit within AKSHI for the coordination and management of all day-to-day procurement activities needed for project implementation, including procurement of goods, works and services related to the implementation IPF.

1. **SCOPE OF SERVICES**

The Consultant is responsible for:

* Coordinating and managing of day to day procurement activities carried out under the IPF, and ensuring that procurement is carried out in compliance with the procedures according to the World Bank Procurement Regulation, including:
* Preparation and updating of procurement plan, procurement strategy for development, bidding documents and other procurement related documents;
* Coordinating the procurement process for each contract by guiding preparation and finalization of bidding/proposal documents, submitting documents for review and no-objection from the WB where necessary, sending invitations for bids/proposals and clarifications to bidders/consultants.
* Arranging for advertisement of procurement notices as relevant;
* Organizing and coordinating with relevant staff from the AKSHI, MoES and other beneficiaries/stakeholders involved in the process of procurement evaluations including evaluation criteria, contract award/rejection notices and all other documentation associated with the evaluation process;
* Participate in negotiations and provide guidance to negotiations group on topics which may be negotiated;
* Prepare responses to complaints received from bidders/consultants;
* Preparation of contracts in full conformity with the forms approved for the project;
* Ensure general contract administration and prepare contract amendments.
* Follow the contract closure procedures;
* Using the Bank’s online procurement planning and tracking tools to record all procurement actions under IPF operations, including preparing, updating and clearing its Procurement Plan, and seeking and receiving the Bank’s review and No-objection to procurement actions as required;

* Establish and maintain efficient procurement and contracting tracking system (noting important approval dates, awards, contract amounts etc) as well as a proper filing system to ensure quick retrieval of procurement information by the project staff, supervision missions, annual auditors etc.
* Collect and consolidate procurement reports for the PforR program in coordination with the CU, as per World Bank requirements.
* Support the implementation of procurement related actions included in the Program Action Plan (PAP) for the PforR.
* Cooperate closely with the CU Financial Management Specialist to ensure that all procurement, budgeting, and disbursement aspects are properly linked and monitored.
* Interact with other CU members in order to support overall PforR and IPF activities for areas that are linked with procurement.
* Any other activities related to the implementation of the PforR and IPF assigned by the AKSHI Program (General) Director.

1. **REPORTING OBLIGATIONS**

The consultant shall report to the Program Manager and/or AKSHI Program (General) Director. Upon request by the Program Manager and/or the Program Director the Consultant shall produce and submit progress reports for the implementation of the PforR and IPF activities.

1. **CONSULTANT QUALIFICATIONS**

* Relevant University Degree in economics, engineering, business administration, law or any other related field.
* At least 5 years of overall professional experience with a minimum of 3 years as a procurement expert/specialist in projects financed by international development organizations. Previous experience with World Bank procurement rules will be an advantage.
* Good communication and social skills;
* Computer skills (Word, Excel, Access);
* Fluency in Albanian and working knowledge of English.

1. **WORKING CONDITIONS**

The Procurement Consultant will be stationed in the CU/AKSHI premises in Tirana. AKSHI will provide office space and equipment, internet connection, and means of communication, required for the Consultant to perform the tasks assigned.

1. **DURATION OF THE ASSIGNMENT**

The Procurement Consultant is expected to work full time. The contract will be for an initial period of 3 months, renewable for 12 months, based on the satisfactory performance of the incumbent’s duties and responsibilities it will be renewed for the IPF implementation period.

1. **EVALUATION CRITERIA**

Applicants that fulfill the qualification requirements will be further evaluated based on the below criteria:

General Qualification – 30 points

Adequacy for the assignment – 60 points

Language – 10 points

1. **SELECTION**

The service will be selected under the provisions of the World Bank Procurement Regulations for Borrowers under Investment Project Financing” dated July 1, 2016, revised on November 2017, August 2018, and November 2020, based on the method of Selection of Individual Consultants, Time-based contract.