TERMS OF REFERENCE

PROCUREMENT SPECIALIST

*These Term of Reference (ToR) and evaluation matrix may be adjusted with the Bank´s prior No Objection, according to the characteristics, complexity and risks of the procurement processes specific to the operation.*

**PROCUREMENT SPECIALIST**

1. BACKGROUND

*Background must be related to the consultancy.*

1. OBJECTIVE OF THE CONSULTANCY
   1. Planning and executing the procurements and contracting within the framework of the operation; guaranteeing faithful compliance with the policies and procedures established by CABEI, as the financing organization, as well as the national regulations applicable to (indicate the name of the country), regarding the contracting of goods, works, services and consultancies, to be executed with the funds from the (indicate the name of the operation) Loan Contract signed between the Government of (indicate the name of the country) and the Central American Bank for Economic Integration (CABEI).
2. MAIN ACTIVITIES
   1. Consolidate the operation's General Procurement Plan (GPP) and keep it updated, so as to ensure adequate management and control of contracts generated by procurement processes with the methods established in the GPP, as agreed with the Bank;
   2. Prepare bidding documents for works, goods, services and consultancies, for the different components of the Project/Program, in accordance with the guidelines and procedures agreed in the EMP, the Loan Agreement, the Project Operating Manual, and the Procurement Regulations that apply to the particular operation.
   3. Guarantee faithful compliance with the eligibility conditions established in the Operation Document and in CABEI's procurement policies for the use of funds in the different investment categories and with the different procurement methods established.
   4. Consolidate the information and content of the non-standard parts of the standard documents and/or the applicable model documents with the areas involved in the Project, ensuring that the information is consistent with the eligibility issues of goods and services and other inputs that govern the procurement processes.
   5. Prepare notices and publication request documents, following up on the corresponding procedures to ensure that the solicitation and advertising of procurement processes is carried out on the appropriate dates and media.
   6. Lead the conformation of the bidding or tender committee and prepare the evaluation reports of the procurement and contracting processes.
   7. Follow up on the progress of the different procurement processes. Similarly, take the necessary steps to resolve any doubts or problems generated in a procurement process related to clarifications, disagreements or protests, requests for information or other matters.
   8. Collaborate with the information to prepare contracts and addenda as required derived from the procurement processes.
   9. Establish and maintain updated physical and electronic files related to procurement processes, and provide clarifications, updates or carry out adjustments, as agreed for the operation of the Project, and to comply with the Bank's pre and post review requirements applicable to the Project.
   10. Ensure the safekeeping of all legal and financial documents that may be required in the performance of its duties.
   11. Support the activities necessary for contract administration, when requested to do so.
   12. Ensure that all procurement documentation is available in the physical and digital file.
   13. Manage with other specialists of the Executing Unit or Executing Agency the budgetary provision required to support the acquisitions indicated in the GPP.
   14. Other activities related to the scope of the consultancy.
3. EXPECTED RESULTS
   1. Properly executed procurement and contracting procedures, as established in the GPP and/or agreed in the operation's *Operating Manual*, including periodic updates and closures, as applicable to the fiscal years in which the operation is executed.
   2. Update and maintain up to date information on procurement and contracting activities as agreed for the Project's GPP, and any others arising from the procedures carried out under the applicable implementation document.
   3. Available files with updated physical and electronic documentation, prepared with acceptable quality and content for goods, services and civil works contracts, as applicable for each contracting process.
4. PERIOD OF THE CONSULTANCY
   1. The consultancy is foreseen to be carried out in (indicate months) from the day the contract is formalized, which may be renewed for an additional period of [indicate months] in accordance with the satisfactory performance evaluation.
5. CONSULTANCY FEE AND PAYMENT METHOD
   1. The estimated cost of the consultancy is (indicate lump sum amount) which will be disbursed throughout the consultancy monthly against the presentation of reports to the satisfaction of the program coordination.
6. CONSULTANT PROFILE
7. Professional graduate with a minimum degree of bachelor’s degree or University Engineering. Higher studies with master’s or postgraduate degrees will be valued.
8. Training in public sector procurement such as diploma in procurement, training in public sector procurement applying procurement policies of the IDB, WB, CABEI or other financial organization.
9. At least 7 years of general experience, counted from the date of obtaining the university degree, of which at least 5 years must be with specific experience as Procurement and/or Contracting Specialist/Officer/Analyst, applying Procurement and Contracting Policies of Multilateral Credit Organizations such as: IDB, WB or CABEI or any other international fund.
10. To have carried out at least 5 procurements under International Public Bidding methods, 5 procurements under National Public Bidding methods for the acquisition of works/goods and at least 5 procurements of consulting firms (tenders) using procurement policy procedures of multilateral credit organizations such as: IDB, World Bank, CABEI or any other international fund.
11. To have carried out at least 3 procurements under the price comparison or qualification method using procurement policy procedures of multilateral lending agencies such as: IDB, World Bank, CABEI or any other international fund.
12. Technological competencies:
13. Management of at least one procurement plan tracking platform (diplomas, certificates or mail certifying participation in workshops, courses or trainings or user records in the system).

ii. Management of the national public procurement system (diplomas, certificates or mail certifying participation in workshops, courses or trainings, or user records).

1. CONDITIONS OF THE CONSULTANCY
   1. The consultant will be assigned a physical space in *(indicate the place where the consultancy will be carried out)* for the performance of its functions, and computer equipment will be provided to carry out its work for the duration of the consultancy.
   2. The coordination of the work and the person who will evaluate the consultant will be *(Indicate the position).*

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|  | | **Evaluation Matrix** | |  | |
| **Criteria and Sub-criteria** | | | **Score** | **Minimum** | |
| **1.   Academic level, knowledge, and eligibility** | | | **10** |  | |
| 1.1 | | The consultant is not on the List of Prohibited Counterparties of CABEI and those recognized by CABEI. | **Complies: Yes / No/** | | |
| 1.2 | | University graduate at least as bachelor’s degree or engineering degree | **Complies: Yes / No/** | | |
| 1.3 | | With knowledge of MSOffice (Word, Excel, power point) | **Complies: Yes / No/** | | |
| 1.4 | | With knowledge of at least one procurement plan tracking platform. | 1 | 1 | |
| 1.5 | | With knowledge of the national public procurement system (Virtual Platform) | 1 | 1 | |
| 1.6 | | Preferably with a master’s or Postgraduate degree | 3 | 3 | |
| 1.7 | | Training in public sector procurement. Scores will be assigned for each of the items: | 5 | 2 | |
| a. Diploma in State Procurement and Purchasing (3 points)  b. Training in public sector procurement with IDB, WB, CABEI or other financial organization policies (2 points). |
| **2.   General Experience** | | | **15** |  | |
| 2.1 | | At least 7 years of general professional experience, counted from the date of obtaining the bachelor's or engineering degree. | **15** |  | |
| Less than 7 years | 0 |  | |
| 7 years and up but less than 10 years | 10 | 10 | |
| 10 years and up but less than 12 years | 12 |  | |
| 12 years and up | 15 |  | |
| **3.   Specific Experience** | | | **75** |  | |
| 3.1 | | Minimum of 5 years of experience developing functions as Procurement and/or Contracting Specialist / Officer / Analyst, applying Procurement and Contracting Policies of multilateral credit organizations such as IDB, WB or CABEI or any other international fund: IDB, WB or CABEI or any other international fund. | **30** |  | |
| Less than 5 years | 0 |  | |
| 5 years and up but less than 7 years | 20 | 20 | |
| 7 years and up but less than 10 years | 25 |  | |
| 10 years and up | 30 |  | |
| 3.2 | | Minimum experience of having carried out at least 5 International Bids / Tenders, for the procurement of works / goods or selection of consultants (\*), under IDB, WB or CABEI Procurement and Contracting Policies and Procedures (\*\*). | **25** |  | |
| Less than 5 procurement processes | 0 |  | |
| 5 o 6 procurement processes | 20 | 20 | |
| De 7 a 9 procurement processes | 22 |  | |
| 10 procurement processes or more | 25 |  | |
| 3.3 | | Minimum experience of having carried out at least 5 national bids / tenders for the procurement of works / goods or selection of consultants (\*), under IDB, WB or CABEI Procurement and Contracting Policies and Procedures (\*\*). | **15** |  | |
| Less than 5 procurement processes | 0 |  | |
| 5 o 6 procurement processes | 10 | 10 | |
| From 7 to 9 procurement processes | 12 |  | |
| 10 or more procurement processes | 15 |  | |
| 3.4 | | Minimum experience of having carried out at least 3 price or qualifications comparisons, for the procurement of works/goods or consultants’ selection (\*), under IDB, WB or CABEI Procurement and Contracting Policies and Procedures (\*\*). | **5** |  | |
|  | | Less than 3 procurement processes | 0 |  | |
|  | | From 3 to 4 procurement processes | 3 | 3 | |
|  | | 5 or more procurement processes | 5 |  | |
| **Total Score** | | | **100** | **70** | |
| (\*)  (\*\*) | Indicate the type of procurement according to the highest number of relevant processes in the general procurement plan (taking into account its complexity or amount).  The processes presented as experience must be listed in the resume and in case of being selected, evidence of the experience presented must be accredited, which may be contracts, certificates or work references. | | | |