

**Municipal Development Fund of Georgia (MDF)  
Livable Cities Investment Project  
National Procurement Specialist**

The Government of Georgia has received financing from the Asian Development Bank (ADB) in the form of a loan towards the cost of the Livable Cities Investment Program (LCIP). The Municipal Development Fund of Georgia (MDF) is the project implementing agency (IA). The Municipal Development Fund of Georgia (MDF) intends to apply a portion of the proceeds of this loan to hire a National Procurement Specialist, on a full-time basis.

Under the coordination of the Head of the Procurement Department of MDF, the National Procurement Specialist will assist the IA for each sub-project in the following:

- Prepare the procurement documents as per Procurement Regulations for ADB Borrowers (2017) and ADB's Guidance Notes on Procurement. The consultant will use ADB's latest standard procurement documents available on ADB's website;
- Prepare and update project procurement plans, prepare bidding documents, requests for proposals and quotations, invitations, prepare bid/proposal/quotation evaluation reports, prepare consulting services submission forms and contracts, to ensure that the process is carried out in accordance with Procurement Regulations for ADB Borrowers;
- Communicate with ADB on procurement matters on behalf of MDF;
- Ensure procurement filing accurately and in a timely manner;
- Assist audit processes, review findings and implementing changes;
- In addition, the consultant will assist the MDF in: (a) responding to questions from bidders/consultants; (b) facilitating pre-bid meetings and site visits; (c) public opening of bids and proposals and preparation of minutes; (d) assisting MDF with seeking clarifications from the bidders/consultants; (e) assist MDF in preparing and carrying out any necessary technical and contractual negotiations with the selected bidder/consultant; (f) assist MDF during contracts execution, advise on contract amendments and variations, prepare respective contract amendments. The evaluation committee will consist of an integrated team of MDF representatives and the consultant;
- Provide on-the-job training and capacity building for MDF staff in procurement of works, goods and consulting services in accordance with Procurement Regulations for ADB Borrowers;
- Lead team of MDF's procurement specialist assigned to ADB-funded projects;
- Report to the Executive Director of Municipal Development Fund of Georgia; for day-to-day activities the Consultant shall work under the supervision of the Head of Procurement Department.

The consultant shall meet the following requirements:

- (i) Register as a consultant under the ADB Consultant Management System (CMS);
- (ii) The Consultant should have extensive experience in the required field.

The Individual Consultant shall be selected in accordance with ICS (Individual Consultant Selection) method as per the procedures set out in the [ADB Procurement Policy: Goods, Works, Nonconsulting and Consulting Services](#) and [Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting and Consulting Services](#).

Interested Consultants are invited to submit their Expression of Interest (EOI) using ADB Consultant Management System ([https://selfservice.adb.org/OA\\_HTML/OA.jsp?OAFunc=XXCRS\\_CSRN\\_HOME\\_PAGE](https://selfservice.adb.org/OA_HTML/OA.jsp?OAFunc=XXCRS_CSRN_HOME_PAGE)) by **October 5 2020**.

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