

**REQUEST FOR EXPRESSIONS OF INTEREST  
SELECTION OF INDIVIDUAL CONSULTANTS**

**GEORGIA**

**Project Name: Second Regional and Municipal Infrastructure Development Project (SRMIDP) – P147521  
Sustainable Wastewater Management Project (SWMP) – P145040**

**National Consultant – Procurement Consultant  
Reference No. SRMIDP-AF/C/IC/1-2020**

The Municipal Development Fund of Georgia (here after referred as “MDF”) is a legal entity of public law whose purpose is to mobilize financial resources from donors including international and Georgian financial institutions, in order to make them available for investments in local infrastructure and services, while simultaneously helping local self-governments in strengthening their institutional and financial capacity. MDF is responsible for projects implementation, procurement, safeguards, contracts management, financial management and disbursements.

MDF is a project implementation agency of several projects financed by the World Bank, including the Second Regional and Municipal Infrastructure Development Project (SRMIDP) and Sustainable Wastewater Management Project (SWMP).

The Second Regional and Municipal Infrastructure Development Project (SRMIDP) supports Georgia’s decentralization agenda by strengthening public sector delivery at the local level and contributes to the capital investment needs in the municipal sector. The Project Development Objective (PDO) is to improve the efficiency and reliability of targeted municipal services and infrastructure. On May 18, 2020 the World Bank Board approved the Additional Financing (AF) for the Project to support the Government’s efforts in addressing the regional development challenges. The AF will: (i) finance additional activities to support selected municipalities with the provision of basic municipal services and infrastructure in urban and rural communities; (ii) allow communities located in the lagging regions, those who suffer from reduced ability to be involved in economic activities, to receive basic services and amenities; (iii) further promote private capital mobilization in the selected towns and villages by allowing additional resources for the PPI.

The Sustainable Wastewater Management Project (SWMP) is financed by the Swedish International Development Cooperation Agency and funds are administered by the World Bank. The Project includes improvement of the efficiency of the water and wastewater sector through a technical assistance component and an investment component, for the rehabilitation of two wastewater treatment plants (Tskaltubo and Telavi WWTPs). The United Water Supply Company of Georgia (UWSCG) is the beneficiary of the Project and will operate the treatment plants. The Municipal Development Fund of Georgia (MDF) is executing overall management and coordination of implementation and supervision of the Project. Rehabilitations of Tskaltubo and Telavi WWTPs are implemented under Plant Design, Supply and Installation Contract.

MDF is looking for a Procurement Consultant, who will coordinate and manage all procurement related activities, as described below, for the Second Regional and Municipal Infrastructure Development Project and Sustainable Wastewater Management Project.

This is a World Bank project financed Consultancy position.

The objective of the assignment is to support the MDF in carrying out procurement activities under the Second Regional and Municipal Infrastructure Development Project and Sustainable Wastewater Management Project (altogether “Projects”). The consultant shall:

- Perform a variety of procurement and contract administration activities in accordance with the World Bank’s Procurement Guidelines and Guidelines for Selection of Consultants for projects financed before 2016; conduct procurement and contract administration activities in accordance with the World Bank’s Procurement Regulations for projects financed after 2019, and provisions of respective Financing Agreements, Project Agreements and Project Operational Manuals;
- Identify procurement arrangements based on Projects’ particular circumstances, market analysis, risks and operating context;
- Prepare and update Projects’ Procurement Plans and Project Procurement Strategy for Development as well, in close cooperation with the MDF Program and Project Managers;
- Prepare prequalification documents for procurement of works and carry out prequalification of bidders, wherever applicable;
- Prepare specific procurement notices and bidding documents for procurement of goods, works and non-consulting services;
- Carry out pre-bid meetings, prepare clarifications and/or amendments of bidding documents and minutes of the pre-bid meetings;
- Carry out bid opening procedures and prepare bid opening minutes;
- Prepare bid evaluation reports for procurement of goods, works and non-consulting services, prepare requests for clarifications of bids, provide clarifications to the World Bank’s comments as the case may be;
- Prepare requests for expressions of interest and requests for proposals for selection of consultants;
- Carry out pre-proposal conferences, prepare clarifications and/or amendments of requests for proposals and minutes of the pre-proposal conferences;
- Carry out technical and financial proposals opening procedures and prepare minutes of proposal opening;
- Prepare shortlist evaluation reports and technical/financial proposals evaluation reports, prepare requests for clarifications of proposals, provide clarifications to the World Bank’s comments as the case may be;
- Prepare contract award notices/acceptance letters to selected bidders/consultants;
- Prepare debriefing letters to unsuccessful bidders/consultants, participate in debriefing meetings, if applicable;
- Carry out contract negotiations with the selected consultants;
- Prepare final set of contract documents for goods, works, consulting and non-consulting services for signature by the parties;
- Provide recommendations to the Projects teams on proposed contract variations/amendments for goods, works, consulting and non-consulting services;
- Prepare contract variations/amendments for goods, works, consulting and non-consulting services;
- Participate in customs procedures for procured goods, if applicable; participate in acceptance and hand-over of goods procured;
- Ensure procurement filing accurately and in a timely manner;
- Ensure timely publication of procurement notices and advertisement as well as awarded contracts;
- Enter all up to date procurement data both post and prior review in STEP. Quarterly report will ensure that all procurement data are duly incorporated with no error;
- Assist audit processes, review findings and implementing changes;
- Provide coaching to MDF’s junior procurement staff;
- Participate in trainings, workshops organized by the Bank locally and regionally;
- Perform other procurement-related tasks for the Projects as required.

The duration of the assignment is 12 months with a probation period of 3 months. The contact may be extended upon mutual agreement and satisfactory performance of the Consultant. This is a full-time assignment.

The assignment is covered under the World Bank financed project (SRMIDP AF).

The Municipal Development Fund of Georgia now invites eligible individual consultants ("Consultants") to indicate their interest in providing the Services. The selection criteria are:

- 1) Professional Experience: At least 4 years of experience in World Bank-financed Procurement.
- 2) Higher education, preferably in civil engineering, law, Business or Public administration.
- 3) Thorough working knowledge of World Bank Procurement Guidelines and procedures related to the procurement of civil works, goods, consulting and non-consulting services; World Bank Procurement Regulations for IPF Borrowers including, but not limited to: preparation of bidding documents/requests for proposals, evaluation of bids/proposals/expressions of interest, negotiations and contracting, etc.
- 4) Working knowledge of World Bank procurement documentation i.e. standard and sample procurement documents on ICB, NCB, and Shopping for goods and works, requests for proposals for selection of consultants.
- 5) Demonstrated problem-solving skills and negotiating skills with ability to balance project objectives and procurement requirements with client needs in discussing and resolving sensitive and difficult issues;
- 6) Strong communication skills and negotiating skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing;
- 7) Working knowledge of English and Georgian languages is mandatory.

*Note: The MDF reserves its right to verify submitted references/information and use obtained information for evaluation purposes.*

The attention of interested Consultants is drawn to paragraph 3.14 "Conflict of Interest" of the *World Bank's "Procurement Regulations for IPF Borrower, July 2016 revised November 2017 and August 2018"*, setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: The consultant shall not receive any remuneration in connection with the assignment except as provided in the contract. The consultant and its affiliates shall not engage in consulting or other activities that conflict with the interest of the client under the contract. The contract shall include provisions limiting future engagement of the consultant for other services resulting from or directly related to the firm's consulting services in accordance with the requirements of paragraphs 3.16, 3.17 and 3.18 of the WB Procurement Regulations for IPF Borrower.

An individual consultant will be selected in accordance with the procedures set out in the *World Bank's "Procurement Regulations for IPF Borrower, July 2016 revised November 2017 and August 2018"* "Selection of Individual Consultants".

The Terms of Reference of the assignment is available as Annex.

Further information can be obtained at the address below during office hours from 09:00 a.m. to 18:00 p.m. by the email: [procurement@mdf.org.ge](mailto:procurement@mdf.org.ge) (Contact person Ms. Eto Kvirikashvili, Procurement Specialist)

Interest expression with CV shall be submitted either as a hard copy or electronically to the address provided below not later than **17:00 hours of July 21, 2020**.

Municipal Development Fund of Georgia  
Attn: Mr. George Shengelia, Executive Director of MDF  
150 David Agmashenebeli Av., 0112, Tbilisi, Georgia  
E-mail: [procurement@mdf.org.ge](mailto:procurement@mdf.org.ge)