

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
ASIAN DEVELOPMENT BANK PROJECT
“SCHOOL EDUCATION REFORM SECTOR DEVELOPMENT PROGRAM”**

TERMS OF REFERENCE

SENIOR PROCUREMENT SPECIALIST OF THE PIU

1. Project background

The Kyrgyz Republic plans to receive funds from the Asian Development Bank (ADB) to finance the project " School Education Reform Sector Development Program", which will be implemented in 2023-2027.

The aim of the project is to improve the work of the school system to prepare graduates with subject knowledge and competencies for further education and work. The proposed project aims to improve the teaching of all subjects with a special focus on science, technology, engineering and mathematics (STEM subjects) at the school and higher education levels. The Program will support the implementation of the national Education Development Program in the Kyrgyz Republic for the period 2021-2040.

2. Scope of work

The Senior Procurement Specialist will be responsible for the high-quality and timely execution of procurement activities for the project.

The Senior Procurement Specialist will be:

1. Conduct international and national tender procedures for the purchase of goods in accordance with the requirements and rules of the ADB;
2. To carry out the selection of consulting services in accordance with the requirements and rules of the ADB;
3. Ensure that the procurement of goods, services and trainings advanced training is carried out in a timely and effective manner in accordance with the approved procurement plan, as well as in accordance with the ADB Guidelines, grant and loan agreements and PAM;
4. Periodically review and update the Procurement Plan for the project in agreement with the Ministry of Education and Science and the Manager of the PIU and send to the ADB each version of the updated Plan in electronic format for approval;
5. Prepare the tender documentation in accordance with the standard ADB tender documentation and send it to the ADB for approval;
6. Identify suppliers and prepare notices of public tenders by placing relevant announcements. Prepare General Procurement Notices (GPN) and Special Procurement Notices (SPN), focusing on the essential issues coming from the project manager, and publish announcements in local and international media, in accordance with the ADB guidelines;
7. Issue tender documentation to potential bidders;
8. Receive expressions of interest from consulting firms or legal entities and send them to the Ministry of Education and Science to compile a short list;

9. Prepare and approve packages of applications for the submission of proposals (RFP) for each type of consulting services. Send the RFP to the ADB for consideration;
10. Take part in the work of evaluation commissions and assist members of the commission in evaluating tenders/proposals;
11. Based on the results of the work of the evaluation commission, prepare a report on the evaluation and send it to the ADB for approval;
12. Prepare draft contracts, ensure their signing by relevant suppliers or consultants, send copies of contracts to the ADB;
13. Monitor and administer contracts for goods, services and advisory activities within the framework of the project;
14. Organize the delivery of goods to approved recipients of these goods when interacting with the Ministry of Education and Science;
15. Warn the supplier of any breakdowns or damages, or defects found in the delivered goods, and ensure that they are eliminated;
16. Ensure that payments to consultants are made in accordance with the payment schedule established in the contract and on the basis of the act of delivery of goods by the relevant managers of the Ministry of Education and Science;
17. Resolve disputes with consultants or suppliers and guarantees for the purchased goods and inform the Ministry of Education and Science and ADB about this;
18. Maintain all documentary reports related to procurement activities within the framework of the Project for monitoring by an independent auditor and ADB observation missions, as well as for inclusion in the current project reports.

3. Qualification requirements

The Senior Procurement Specialist must have:

- i) Higher education in economics or other related fields;
- ii) Excellent computer skills (MS Word, Excel, PowerPoint);
- iii) Proven skills in procurement of goods, works and services in accordance with ADB procedures;
- iv) At least 5 years of experience in projects funded by international organizations. Experience in ADB-funded projects is preferred;
- v) Knowledge of public procurement procedures of the Kyrgyz Republic is desirable;
- vi) Fluency in oral and written skills of Russian and Kyrgyz languages; good working level of English;
- vii) Excellent communication skills, negotiation skills, ability to work in a team.

4. Reporting

The Senior Procurement Specialist is hired by the Project Executing Agency (EA) and reports to the Manager of a PIU.