

MACEDONIA SKILLS DEVELOPMENT AND INNOVATION SUPPORT PROJECT (SDISP)

PROCUREMENT ASSISTANT

I. Background

The Skills Development and Innovation Support Project (SDISP) development objective is to improve transparency of resource allocation and promote accountability in higher education, enhance the relevance of secondary technical vocational education, and support innovation capacity in FYR Macedonia.

The Project will support the Government of FYR Macedonia's (GOM) initiatives geared to:

- increase graduates' competitiveness on a regional and international level;
- increase labor market relevance of graduates' skills;
- make innovation a source of productivity improvement, competitiveness, increased exportability of goods, and sustained economic growth; and
- increase universities and private enterprises engagement in, and their benefit from, R&D efforts and technology adoption opportunities.

The Project will support interventions which foster education and skills relevant to the job market, and enhance the innovation capacity and activity of firms in FYR Macedonia. It will also address key missing elements of the Macedonian innovation system and ailing aspects of the research sector that are likely to be vital for improving the competitiveness of the enterprise sector and FYR Macedonia's longer term economic growth prospects. It will also help improve absorption of EU funds earmarked for innovation activities.

The Project's direct beneficiaries include around students, teaching and management staff from technical vocational education and training institutions who would receive a new curriculum and practical training facilities, as well as training on management, planning, and process improvement capacity; students and staff of universities, research institutions and enterprises will benefit from: (i) the implementation of quality assurance mechanisms and financing reform in higher education (HE);(ii) grants promoting R&D and innovation; and (iii) technology commercialization, global know-how absorption, and industry- university collaboration fostered by the National Technology Transfer Office.

II. Objectives

The objective of this assignment is to hire a consultant as a procurement assistant in order to provide assistance to the Procurement Manager in the day-to-day procurement activities needed for project implementation. The Procurement Assistant will be part of the Project Management Unit (PMU) team working on implementation of the SDISP.

III. Scope of services

The Consultant is responsible for:

- Assisting in administering, coordinating and managing of day to day procurement activities carried out under the project,
- Preparation of procurement related notices and arranging for their publication in local media and the MoES website
- Maintaining the Procurement Filing System for the Project
- Updating the register of consultants and suppliers for the needs of the project;
- Recording and keeping original copies of bids/ performance / advance payment guarantees, bonds or securities.
- Preparation of bid evaluation reports based on Evaluation Committee review
- Interacting with other PMU members in order to support overall project activities
- Monitoring the procurement activities against the procurement plan and for coordination of procurement activities and for the follow up of contracts' execution;
- Assist in securing the movement of official procurement documents and contracts;
- Assistance in preparation of progress reports;
- Assisting the Fund for Innovation and Technology Development in their procurement activities and help them in developing reports in agreed format;
- Assisting in advising project beneficiaries and their awarded sub-projects from the public entities in carrying out procurement in compliance with the procedures agreed with the World Bank;
- Working closely with institutions involved in the project implementation.
- Any other activities in correlation with the implementation of the SDISP project;

IV. Reporting obligations

The Consultant will be a member of the PMU and shall report to the Project Director. The Consultant shall produce any related reports upon request with respect to the procurement activities under the Project as well as maintain records of all correspondence (archive) in respect to the procurement issues of SDISP project overall.

V. Consultant qualifications:

- University-level degree
- Minimum three years of practical professional experience in procurement.
- Experience of project or contract work with international financial organizations will be considered an advantage.
- Proven teamwork skills
- Full computer literacy (MS Office)
- Excellent verbal and writing skills in Macedonian and English. Knowledge of Albanian will be considered an advantage.
- Ability to work under pressure and meet deadlines

VI. Duration of the assignment:

The Consultant shall provide full time services for the period ending May 31, 2019. Expected start of services is December 2014.

VII. FACILITIES TO BE PROVIDED BY THE CLIENT

The Consultant will be provided with suitable office space, local phone service, appropriate equipment such as PC, printer as well as business mobile phone number.

Selection method and contract: The selection method is Selection of Individual Consultant and the contract shall be Time-Based according to World Bank's "Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by the World Bank Borrowers" January 2011.