

**TERMS OF REFERENCE**  
**PROCUREMENT SPECIALIST**  
**WITHIN THE PROJECT IMPLEMENTATION TEAM OF THE**  
**FEDERAL MINISTRY OF AGRICULTURE, WATER MANAGEMENT AND FORESTRY**  
**WATER AND SANITATION SERVICES MODERNIZATION PROJECT**  
**FEDERATION OF BOSNIA AND HERZEGOVINA**

**I Background**

The project is supported by World Bank loan financing and is aligned with existing projects and available financial resources from other international financial institutions and bilateral donors. The loan amount for this project allocated to the Federation is up to EUR 25 million out of a total of EUR 51.5 million approved for Bosnia and Herzegovina. The repayment period is 32 years, including a grace period of 7 years, which is part of the overall repayment term. Initial grant funds for this project allocated to the Federation amount to USD 1,150,000. The loan amount that a municipality or city may borrow can reach up to 100% of the investment value.

The Water and Sanitation Services Modernization Project in Bosnia and Herzegovina aims to strengthen the institutional, financial, and legal framework as well as sector capacities in water and communal services, with the goal of ensuring the sustainability of infrastructure investments. The objective is to improve the operational efficiency of public utility companies at the municipal level in the Federation through a series of gradual improvements and to achieve the economic sustainability of local utility companies.

The Project Implementing Entity in the Federation of BiH is the Federal Ministry of Agriculture, Water Management and Forestry (the Ministry), responsible for implementing and coordinating the Project. In that regard, the Ministry established the Project Implementation Team (PIT), which shall maintain the Project in the Federation of BiH at all times during the implementation of the Project, with sufficient resources, competent staff in adequate numbers and responsibilities, all acceptable to the Bank and as outlined in the Project Operations Manual (POM). The PIT at the Ministry is responsible for day-to-day project management on behalf of the Ministry, including project procurement, disbursement and financial management, environment and social aspects and monitoring and evaluation activities.

The project consists of three components:

- Component 1: Modernization of the regulatory and institutional environment
- Component 2: Strengthening the municipal framework for water supply and wastewater services delivery
- Component 3: Municipal investment projects – improving access, quality, and

efficiency of water supply and wastewater services, including construction of water supply and sewerage networks, drinking water treatment plants, and wastewater treatment facilities.

Direct participation of the Founders (municipalities) is planned in Components 2 and 3, whereby Component 2 will provide technical support for activities aimed at achieving good or high sustainability performance of water services. This serves as a prerequisite for access to loan funds that finance capital investment projects under Component 3, as well as other investments related to improving the quality and efficiency of water service delivery.

Loan funds approved under Component 3 will be implemented under the conditions established in the Sub-Project Loan Agreement, which the Founders will sign with the Federation of BiH (Federal Ministry of Finance).

## **II Objectives**

The objective of engaging the Procurement Specialist is to ensure professional, efficient, and transparent management of all procurement processes in accordance with the rules and procedures of the World Bank, as well as the applicable legislation of Bosnia and Herzegovina, with a particular focus on the planning, execution, supervision, and reporting of all procurements under the Water and sanitation services Modernization Project.

### **Detailed Tasks and Responsibilities**

The Consultant is responsible for:

- Prepare draft bidding document as soon as the PIT provides technical specifications and draft
- RFP as soon as the Bank clears the TOR;
- Update the procurement plan when necessary;
- Provide input to the Project Procurement Strategy for Development (PPSD) and maintain regular updates as needed;
- Conduct notification and advertising actions;
- Keep communication with potential bidders; prepare answers and clarifications to their questions and queries;
- Participate in the opening of bids or proposals and prepare Minutes of Bid Opening;
- Ensure that bids/proposals are valid to cover the period until contract signature;
- Ensure confidentiality of bids/proposals;
- Submit evaluation reports to WB, make changes, or provide clarifications if required;

- Prepare contracts with winning Bidders;
- Prepare draft response to complaints for the Bank's review and no objection;
- Follow up on contract implementation and ensure that contract amendments, if required, are prepared on time to allow Bank review;
- Support procurement audit by providing procurement information and assistance;
- Arrange advertising on the website of the Ministry, and other media for the specific procurement and on the Bank's external website through STEP system in case of international competitive procurement;
- Organize and coordinate procurement evaluations, including evaluation criteria, contract award/rejection notices, and all other documentation associated with the evaluation process;
- Provide briefing and guidance in bid evaluation to the Evaluation Committee;
- Keep complete files of all procurement activities, including copies of bids/proposals;
- Any other activities in correlation with the implementation of the projects that will be delegated to him/her by the Project Coordinator;

### **III Experience and Qualifications**

- University-level degree in Engineering, Law or Economy. MSc will be considered as an advantage;
- At least 10 years of experience following the University Degree;
- At least 5 years of experience in procurement procedures of Multilateral Development Banks (WB, EBRD, EIB, etc.);
- Knowledge of the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) will be considered as an advantage;
- Proven teamwork skills;
- IT literacy;
- Excellent command of one of the official languages of BiH and English, both written and spoken;
- Ability to work under pressure and meet deadlines.

### **IV Reporting obligations**

The Procurement Specialist will be responsible for generating monthly and quarterly reports, semi-annual progress reports and annual progress reports, and work plans, alongside providing ad hoc analyses and reports as necessitated by the project's demands.

### **V Duration of the assignment**

The initial duration of the assignment is 12 months, with the possibility of extension based on performance and project needs.

The application for the Public Call, which includes the submission of a Motivation Letter and a Curriculum Vitae, should be sent to the following address:

Federal Ministry of Agriculture, Water Management and Forestry

Hamdije Čemerlića 2

71 000 Sarajevo

With the mandatory note: For the Public Call \_\_\_\_\_ (insert the full title of the project being applied for)

The deadline for submitting applications is fifteen (15) days from the date of publication of the Public Call in the daily newspaper "Oslobođenje."