# Ministry for Communities, Territories and Infrastructure Development of Ukraine

# Project “Ukraine Municipal Infrastructure Programme” (UMIP)

# Programme Management Support Unit (PMSU)

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTANT SERVICES)**

# **PMSU Procurement Specialist**

# **(UMIP-CS-16)**

# **TERMS OF REFERENCE AND SCOPE OF CONSULTING SERVICES**

1. **BACKGROUND**

Ukraine has received financing from the European Investment Bank in the amount EUR 400 million under Finance Contract on 23 July 2015 (ratified by Law of Ukraine on 3 February 2016 # 975-VIII) for Ukraine Municipal Infrastructure Programme (“UMIP”) implementation.

Under UMIP loans will be extended to the Final Beneficiaries, for the purpose of implementing municipal infrastructure projects. UMIP targets projects in the following sectors:

* district heating;
* energy efficiency in public buildings;
* municipal lighting;
* water supply, wastewater;
* solid waste management.

UMIP will be implemented under general supervision of the Ministry for Communities, Territories and Infrastructure Development of Ukraine (hereinafter – MCTID).

In accordance with Finance Contract a programme management and support unit (the “PMSU”) within the MCTID has been established with a central UMIP management and support role.

The PMSU is responsible for the UMIP implementation related activities, including disbursements, procurement, financial management, environmental and social safeguards, assistance in UMIP coordination and general monitoring of the implementation on day-to-day basis.

The PMSU is also responsible for overall coordination, monitoring and providing support to the Project Implementation Units (“PIU”) within the Final Beneficiaries have to be established.

Implementation of the UMIP shall be regulated by Finance Contract, Programme Procedural Manual, Ukrainian legislation

1. **OBJECTIVES**

The objectives of this assignment for the Procurement Consultant are:

* + supervision of the procurement processes on a UMIP level in order to ensure the compliance with the EIB’s rules and procedures in procurements under the UMIP projects and the provisions of the required support to the PIUs;
  + support and monitoring the procurement activities, the preparation of the Procurement Plans and the procurement-related documentation at a UMIP level.

1. **SCOPE OF SERVICES**

To reach the set objectives, the Consultant shall perform the following tasks:

1. Analysis of procurement activities under UMIP;
2. Verification of all documentation related to purchases prepared by PIUs in the UMIP framework;
3. Provision of appropriate recommendations to PIUs regarding the preparation/compilation of technical specifications, drawings and technical requirements, which should be included in the bidding documents within the framework of UMIP;
4. Provision of appropriate recommendations to PIUs regarding the preparation/compilation of tender documentation and evaluation reports of tender proposals within the framework of UMIP in accordance with the EIB Procurement Guidelines;
5. Draft tender documentation review, prepared by PIUs, and provide comments on the prepared documentation before submitting it to the EIB for review and approval;
6. Planning, supervision and reporting on procurement within the UMIP;
7. Maintenance of databases and archiving of all procurement documentation on procurement of goods and services, selection and involvement of consultants within the UMIP;
8. Other activity that can be required within the UMIP.
9. **REPORTING**

The Consultant shall report to the Head of PMSU and UMIP Coordinator.

The Consultant shall provide monthly reports to the Head of PMSU and UMIP Coordinator covering the results of the implementation of these Terms of Reference during the period of service. The monthly reports shall include, inter alia, sufficiently detailed information on the services provided by the Consultant during the reporting period. The Head of PMSU and UMIP Coordinator may request submission of supporting documentation prepared by the Consultant during the course of this assignment.

1. **PROVIDED RESOURCES**

The MCTID shall provide assess for the Consultant to the following:

1. A workplace equipped with a PC and a telephone;
2. Access to Internet, photocopier, printer and scanner;
3. Project-related documentation, including the relevant EIB documentation.
4. **REQUIRED EDUCATION AND QUALIFICATIONS**

Required:

1. Bachelor’s Degree or equivalent in finance, economics, law, management or other relevant field;
2. At least 5 years of experience in the works/goods/consulting services procurement in IFI-financed projects;
3. At least 3 years of general experience in preparation procurement plans for standard IFI (EIB) financed projects as well as template bidding documents covering works and / or goods supply; projections of contract awards and disbursements, and implementation schedule;
4. Experience in procurement of works/goods/services in the housing/civil construction sector or other infrastructure projects;
5. Applied knowledge of international procurement rules and procedures (EIB Guide to Procurement, World Bank Guides and templates, PRAG and the FIDIC documents, etc;
6. Fluency in Ukrainian and English.

Desired:

1. At least 3 years (preferably – 5) of experience at the sector of public procurement implementation of international project implementation in the sectors, covered under UMIP;
2. Experience and knowledge of the procurement peculiarities by authorities and enterprises with a majority stake in public/communal capital.
3. **PLACE and DURATION**

The term of this assignment is until December 2026, with a possibility for extension, subject to mutual agreement. This is a full-time consultancy assignment and the Consultant shall be based in Kyiv with possibility of remote provision of services (subject of decision of MCTID).

This consultancy assignment includes 3 months of probation period. In case of unsatisfactory performance of the functional duties defined by this ToR, the contract may be terminated upon completion of the probation period.

Expressions of interest (in a format of CV) in English or Ukrainian language must be delivered to the following e-mailі: [v.humenna@mtu.gov.ua](mailto:v.humenna@mtu.gov.ua); [z.freishyn@mtu.gov.ua](mailto:z.freishyn@mtu.gov.ua); with the subject: “Individual consultant – PMSU Procurement Specialist (UMIP-CS-16)” until September 13, 2024, 12:00 pm local time.

A consultant will be selected under Negotiated Procedure as per EIB Guide to Procurement, rev. March 2024.