

Kabul Municipality Development Program (KMDP P0125597)
Terms of Reference for Senior Procurement Specialist for Kabul Municipality’s KMDP

1. **Background:** The overarching vision of the Bank’s urban engagement in Afghanistan is to establish a foundation for municipal development that establishes systems that could enable a shift from government led urban development to market oriented infrastructure financing operations. The World Bank is supporting the Kabul Municipal Development Program (KMDP) with a grant of US\$110 million equivalent, which became effective on April 11, 2014 and will close on June 30, 2021.
2. **Objectives of KMDP:** The Objectives of KMDP are to: (i) to increase access to basic municipal services through investments in critical infrastructure; (ii) increase Kabul Municipality’s development budget; and (iii) enable Kabul Municipality to respond promptly and effectively to an eligible¹ crisis or emergency.
3. **Components of KMDP:** The table below lists the components and the current components and commitments to date for each component.

Table 1: Grant Commitments by Component (April 1, 2019)

Project Components	Commitments USD m	Percent Committed
Component A: Annual Infrastructure Upgrading Program (\$91.5m)		
A (i) Upgrading of Basic Municipal Infrastructure (US\$91.5m)	82.1	89.7%
Component B: Redesign KM’s Financial Management System (\$6.0m)	1.9	22.75%
Component D: Project Implementation, Design and Supervision (\$12.5m)	9.2	74%
Component E: Contingent Emergency Response		
<i>Total</i>	93.2	84.7%

4. **Implementation Arrangements:** Kabul Municipality (KM) is responsible for implementation of the KMDP, including procurement and financial management. KM established a KMDP Team made up entirely of Afghans in 2014. This Team is responsible for design, procurement, implementation, supervision, and project management including financial management, and reporting on progress. The Team consists of well-qualified, experienced and dedicated staff. Most of these staff were trained under the previous Bank-supported project, the Kabul Urban Reconstruction Project, by an international firm that provided technical assistance. The systems and procedures for procurement, financial management, and reporting established under KURP are sustained to date.

(i) The KMDP Management Team consists of a Team Leader (currently vacant), Head of the Engineering Section (currently vacant), Senior Social and Environment Specialist (with the Head as Acting Team Leader since 2016), Senior Finance Specialist, Senior Contract Management Specialist and a Senior Procurement Specialist (vacant). The KMDP Management Team is supported by 11 staff².

¹ An eligible crisis or emergency, for which the Immediate Response Mechanism (IRM) could be triggered, is defined as an event that has caused, or is likely to imminently cause, a major adverse economic and/or social impact to the Recipient, associated with a natural or man-made crisis or disaster.

² Administrative Officer, 2 Accountants, an IT officer, a Cashier, 2 Senior Procurement Assistants, a Contract Management officer. Two positions lie vacant, Finance Assistant and a Liaison Officer.

(ii) The KMDP organogram consists of the following departments: Social and Environment, Engineering (Survey Design and Supervision), Procurement, Finance, and Contract Management, with the Management Team responsible for supervision of the departments.

5. **Risks to implementation:** The Bank has sustained a “High” risk rating for KMDP throughout its implementation. As a highly aid dependent country in conflict, it faces formidable development challenges, where extremely fragile institutions are still evolving. Kabul Municipality itself has experienced frequent leadership changes, with the municipality being led by acting mayors through most of KMDP’s implementation period. Over the period of For the first time since appraisal of KMDP in 2014, a Mayor has been appointed through a Presidential Decree, and KMDP has operated under 6 changes in leadership over the last five years.

6. Even though almost 85% of the Grant resources for KMDP are committed, procurement is yet to begin for a component of the new EZ-KAR project which will be implemented by Kabul Municipality through its KMDP Team. Investments under EZ-KAR will be made in residential gozars and markets for a cumulative amount of about US\$34.0 million. The location of these investments, the amount of investment in each location is yet to be identified. Procurement planning and implementation of activities financed by EZ-KAR will have to be synchronized with the availability of EZ-KAR financing in the three tranches of US\$1.7 million, US\$15.3 million, and US\$17.0 million, as and when the funds come available. Furthermore, there could be another Bank-supported project in Kabul just before, or after closing of KMDP on June 30, 2021. The demands of synchronized planning, procurement, and contract management of activities from the on-going KMDP Grant, the EZ Kar Grant, and potentially new Grant requires the existing procurement structure in the KMDP Team to change to accommodate the challenges in the coming years. Consequently, a Senior Procurement Specialist is to be recruited.

7. **Role and Responsibilities of the Senior Procurement Specialist.** He/she will be part of the KMDP Management Team, supervised by and reporting to the Team Leader of KMDP that is responsible for all aspects of management and implementation of the activities financed by the current KMDP and EZ-KAR Grants and any other Bank supported projects in the future. The Senior Procurement Specialist will be responsible for leading the preparation and award of all contracts under the various Bank-supported Grants in accordance with the World Bank Procurement Guidelines. He/she will manage the tendering process, bid evaluations, contract awards including their approval process. The contracts could be works, consultancy services, or contracts for non-consulting services, and goods. The professional selected should be willing to learn and adapt quickly to the Bank’s new procurement system, known as the New Procurement Framework (NPF)

- *The recruited professional will always apply the highest standard of ethical behavior to his/her work.*
- *All applicants would be required to disclose as part of the application process, any prior affiliation with an organization or firm that he/she may have worked with which was either singled out for or was the subject of disciplinary action related to fraud or corruption*

8. **Duties and Accountabilities of the Senior procurement Specialist:** The Senior Procurement Specialist shall be responsible for:

(i) Leading the current team that consists of a Senior Procurement Officer, and 2 Senior procurement Assistants, and ensuring that all team members adhere to the highest ethical

standards.

- (ii) Development of Project Procurement Strategies.
- (iii) Management of the work flow and distribution of all procurement related tasks, including advertising, bid receipt, and bid opening strictly in accordance with the procurement procedures agreed with the World Bank.
- (iv) Preparation and finalization of annual procurement plans in the Systematic Tracking of Exchanges in Procurement (STEP), a software tool used by global client and Bank teams, to submit Procurement Plans for the Bank's clearance.
- (v) Follow up with Kabul Municipality departments, other relevant agencies, and the World Bank (WB) to ensure timely approvals of procurement plans.
- (vi) Ensure through supervision and oversight of the procurement team, that the quality of procurement documents (draft bidding documents, requests for proposals, bid evaluation reports, etc.) are reviewed by him/her before they are given to the Team Leader for onward transmission to the World Bank.
- (vii) Ensure timeliness in the completion of all stages of the procurement cycle to ensure implementation occurs in accordance with procurement plans.
- (viii) Conducting Pre-bid meetings, describing project's procurement regulations to bidders.
- (ix) Chairing of evaluation committees, ensuring that all members of any evaluation committee are trained in how to evaluations are done in compliance with World Bank Procurement Regulation , and maintaining the highest level on integrity in the evaluation process and preparation of the evaluation reports.
- (x) Ensuring transparency in the preparation, review, and internal clearance of all bid evaluation reports in accordance with the requirements of the law of the Government of Afghanistan and the World Bank, including in the preparation of comparison list of bill of quantities of the bidders.
- (xi) Follow-up with the concerned government departments and the WB (if required) to ensure bid evaluation reports are approved in a timely manner.
- (xii) Preparing, reviewing and clearing all draft contracts prior to contract signing. Following up with the concerned government departments and the WB (if required) in order to have bid evaluation reports approved in a timely manner.
- (xiii) Responsible for all correspondence with bidders during the procurement process, including the review and clearance of any documents prepared by members of his/her team.
- (xiv) Preparation of contracts amendment (final contract amendment, time extension as required by contractors and advised by KM).
- (xv) Ensure that the procurement filing/record system is always up-to-date, no files missing, and all documents are organized in a manner that makes document retrieval easy and straightforward.
- (xvi) Monitoring and reporting the status or progress on procurement as required, including contributing to the quarterly Project Implementation Progress Report.
- (xvii) Performing periodic supervision of the performance by other procurement staff in the procurement unit, providing on-the-job training and classroom training enabling them to successful carry out their jobs.
- (xviii) Any other duties that the Team Leader may reasonably require to ensure the smooth functioning of the project.

9. ***Qualifications and Experience Required:*** The successful applicant should have a minimum of a Bachelor's degree with at least ten years of cumulative professional experience in

procurement with public and reputable private sector organizations in Afghanistan of which at least 4 years should be in the capacity of full time procurement specialist. Experience in procurement under World Bank supported projects and programs, with demonstrated proficiency in the procurement of high value Goods, Works, and Consultancy contracts will be an advantage.

10. Personality attributes that will be critical requirements are:

- (i) High degree of professional integrity, honesty, commitment to his/her work with attention to detail.
- (ii) Strong team leadership and teamwork skills that demonstrate propensity to mentor junior staff.
- (iii) Methodical and organized, with a good appreciation of the transparency and the importance of maintaining solid record keeping systems.
- (iv) Good problem solving skills and a “can-do” attitude that demonstrates a willingness and desire to learn.
- (v) Sound understanding of the workings of the public procurement system in Afghanistan, and the different role of national procurement entities and national and sub-national public sector entities with respect to procurement.
- (vi) Good computer skills, including use of the internet and word-processing and spreadsheet applications.

Submission Guideline:

Interested candidates should submit their Application in writing and clearly indicating the position and vacancy number to: Email: kmdp.hr@gmail.com

Please note, while sending you're CV & Cover letter clearly highlighting how you are suitable for the position, mention the vacancy number and position in the subject line, application received after the closing date (01-June -2019) and without subject will not be given consideration.

Only short listed candidates whose application responds to the above criteria will be contacted for written test and interview.