

Kosovo Youth Development Project

Project Implementation Unit – PIU

Ministry of Culture, Youth and Sports / Department of Youth

Government of Kosovo

REQUEST FOR EXPRESSION OF INTEREST

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| **Kosovo** |  |
| **Kosovo Youth Development Project 2** | Additional Financing |
| **Grant No.:** | TF017534 |
| **Job Title:** | Procurement and Administration Specialist (full time) |
| **Reference No**.: (as per Procurement Plan) | 22 |

Ministry of Culture, Youth and Sports, with the financial support of the World Bank, will continue to implement the second phase of the Youth Development Project in Kosovo with additional financing. Project Implementation Unit (PIU) is responsible for ensuring project implementation, hence it announces disclosed position for the selection of the PIU staff.

The primary objective of the Procurement and Administrative Specialist (PAS) is to manage all the procurement of project according to specifications in grant agreement document, WB procurement and financial guidelines as well requirements and official guidelines required from Kosovo Government Administer the office of PIU on day to day basis. PAS will report to the Project Coordinator and will work in close cooperation with the PIU.

**Specific tasks for the consultant will be as follows:**

* Takes care for the procurement of the PIU technical equipment and the office supplies;
* Assumes full responsibility for the operational implementation of the procurement and the procurement procedures as required by the Bank;
* Ensures that procurement procedures as agreed in the Procurement Plan of the Grant Agreement and World Bank Guidelines are followed;
* Prepares procurement notices;
* Prepares bidding documents, invitation to quote documents and request for proposal documents in accordance with the required World Bank formats/templates;
* Reviews and finalizes the technical specifications and terms of references prepared by technical experts;
* Obtains the required approvals for bidding documents from the government and the Bank;
* Prepares and maintains procurement schedules;
* Assists the evaluation committees in evaluation of bids, quotations and proposals and in preparation of the evaluation report in accordance with the World Bank formats;
* Updates procurement plan, as and when necessary;
* Prepares quarterly procurement monitoring reports;
* Contributes to preparation of the progress reports;
* Maintenance of Petty Cash
* Does additional duties, as required by the Project Coordinator;

## Duration of Assignment

The anticipated timeframe for the consultancy is between 1 October 2014, until 31 March 2016

The KYDP 2 PIU now invites the interested candidates (“ Consultants”) to indicate their interest in providing the Services.

**Qualification requirements and evaluation criteria:**

Procurement Skills - The candidates must have university degree in Procurement, Law, Management or other social sciences, at least three years experience in similar assignment, proficiency in English, possess a sound knowledge of the general concepts, principles and tools of procurement under the World Bank procedures and guidelines. Experience in procurement in large scale projects is very important. The candidates should have ability to manage all the stages of procurement of goods and services.

Technical Ability - In addition, the candidates should possess ability to develop procurement documents, plans, contracts and other documents that are necessary for procurement of services and goods.

## Evaluation Criteria

"An individual consultant will be selected in accordance with the procedures set out in the “Guidelines: Selection and Employment of Consultants by World Bank Borrowers” published by IDA in May 2010, Section V. Selection of Individual Consultants."

The evaluation will be performed on the basis of the candidates’ qualifications (35%), interview performance (30%), working experience (25%) and references from previous assignments (10%)

## Procedures for application

Interested applicants should e-mail a cover letter, CV, copies of qualification, and references with similar services, by close of business **26nd of September, 2014**.

E-mail with subject: Application for Procurement and Administration Specialist, should send to: [info@kydp.org](mailto:agron.kelemendi@rks-gov.net) and a hard copy must be delivered to:

The Ministry of Culture, Youth and Sports/Department of Youth

Project Implementation Unit – PIU

Mother Theresa Square #35;

Office #25;

10000, Prishtina,

Republic of Kosova

Further information can be obtained at the above address during office hours: 08:00 to 16:00.