Terms of Reference

for International Procurement Consultant

1. Background

**The Government of Kazakhstan has applied for the financing from the Islamic Development Bank (IsDB) to support in implementation of Climate Resilient Water Resources Development Project Phase-1 Tranche 1 (KAZ1030). The development objective of the Project is to improve agricultural productivity, ensure food and water security for vulnerable communities, and build resilience to natural hazards and climate change impacts. This will be achieved through the construction, modernization and rehabilitation of agricultural water infrastructure that would be resilient to climate variability and extreme weather events.**

**The key outputs of the project include the following: (i) 11 seasonal water storage/flood regulation reservoirs constructed/ rehabilitated; (ii) 3,400 km irrigation networks rehabilitated and modernized; (iii) 100 km river flow enhanced, (iv) Automation Center for Advanced Water Management established, and O&M Machinery supplied, (v) Technical and Vocational Education and Training (TVET) program developed, and 1,000 staffs of water operators trained, (vi) mobile applications developed for on-farm e-extension services, (vii) key studies and analysis to improve water management undertaken, and (viii) training and awareness raising on climate smart agriculture and early warning systems in project areas delivered to at least 50,000 people.**

**The estimated cost of the project is approximately US$ 1.32 billion, including IsDB financing in the amount of US$1.153 billion. The financing will be extended to the RSE Kazvodkhoz under the Ministry of Water Resources and Irrigation of the Republic of Kazakhstan (MoWRI) (hereinafter Executing Agency). The project implementation agency is SK-Water Solutions Company under the MoWRI (hereinafter Implementing Agency).**

**To ensure compliance of the Project procurement activities with the IsDB procurement policies and procedures, as well as support such as advisory, drafting, assisting in evaluation and similar, the Executing Agency and Implementing Agency in timely implementation of the procurement activities within the Project, the International Procurement Consultant will be hired.**

1. Objectives

**The main objective of the assignment is to ensure effective implementation and coordination of procurement activities under the Project. Procurement Consultant shall be responsible to support the EA and IA in efficient and timely procurement of works, goods and consultancy services, as outlined in the Project Procurement Plan and in compliance to the IsDB procurement procedures.**

**The procurement activities under the Project shall be** undertaken in conformity with IsDB *Guidelines for the Procurement of Goods, Works and Related Services under IsDB Project Financing* (April 2019 edition, revised February 2023) and *Guidelines for the Procurement of Consultancy Services under IsDB Project Financing,* (April 2019 edition, revised February 2023).[[1]](#footnote-1)

**Procurement Consultant should become familiar with all project related documents, including and not limited to the Financing Agreements, Project Appraisal Document, Project Procurement Strategy, Project Procurement Plan, and the above referenced Procurement Procedures.**

**Conflict of Interest: The Consultant shall hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own interests.**

**Coordination with other stakeholders: The independent consultant shall be in coordination with all relevant stakeholders, including other consultants, engineering teams, and the Islamic Development Bank (IsDB), to ensure effective collaboration and alignment with project objectives. This includes participating regular meetings, reviewing technical submissions, and addressing any discrepancies or conflicts to maintain project consistency in the field of procurement.**

**Confidentiality: Except with the prior written consent of the EA/IA or IsDB, the Consultant shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant make public the recommendations formulated in the course of, or as a result of, the Services.**

1. Scope of Services

Specific responsibilities of the International Procurement Consultant will include, but are not limited to:

1. prepare and assist the EA/IA staff in the preparation of all types of bidding documents required for works, goods, and non-consulting services for works, goods and non-consultancy services (if needed) and RFPs for consultancy services in accordance with the Financing Agreements and review the completeness of the documents before submission to the IsDB for “no objection”.
2. prepare and review the administrative/commercial parts of the procurement documents, based on IsDB standart Bidding Documents templates as well as support/review the preparation of the technical specifications, BOQs, TORs, etc. of the bidding documents/RFPs and ensure the consistency of these sections with the other sections of the bidding documents/RFPs and make recommendations for changes/or make the changes where required.
3. assist the PMU in drafting the Addendum to the bidding documents/RFP's including clarifications to the questions raised by the Prospective bidders during the tendering stage.
4. Consultant will assist the Bid Evaluation Committees and ensure compliance with IsDB Evaluation Report templates.
5. Support contracts negotiations and finalizations, including drafting update of the contract terms, Minutes of Meetings, and other relevant documents for submission to the IsDB for the review.
6. Assist to arrange the publication of bid notices, request for expression of interests and award notices in the national and international market (any associated cost of publication will be covered by EA/IA).
7. Assist the EA/IA on providing guidance in managing procurement-related complaint(s) in line with IsDB Procurement Guidelines and Guidance Note on Procurement Related Complaints Handling Mechanism (December 2018 edition)
8. assist the EA/IA in the implementation and monitoring of contracts, in establishing good document filing system
9. Provide on-the-job training to EA/IA staff on the IsDB or similar procurement procedures.
10. Assist EA/IA in preparation and/or updating of other procurement-related documents for the project, such as the Procurement Plan, Project Procurement Strategy and others.
11. Collaborate with the Financial Specialists of EA/IA regarding budgeting, disbursement projections and financial aspects of project procurement, including contracts.
12. Perform other activities in procurement entrusted by the EA/IA.

Location of the assignment is Astana Kazakhstan. and Turkey (home-office inputs)., whenever required

1. Deliverables

Procurement Consultant will be reporting to the Director General of the Implementing Agency and submitting monthly reports that will include:

* time sheets – short description of work undertaken for each day of the reporting period;
* monthly report – brief summary of work undertaken in the reporting period that will include procurement progress, estimation of the milestones;
* monthly work plan – a brief summary of work that is planned for the next reporting period.
* Any specific report that shall be requested by IsDB or EA/IA related to procurement activities.

The reports will be submitted in English in electronic format copies to be approved by the Project Manager at the PMU.

Two weeks before the scheduled close of the assignment, the Procurement Consultant will prepare a Final Report, summarizing the work during project implementation, lessons learned and recommendations, and shall include recommendations for future procurement activities under any subsequent phases.

1. Duration of assignment

The assignment is expected to commence immediately (tentatively August 2025 and to span until October 2028, considering that any slippages in the schedule might occur. The total estimated staff days will be around 360 days on intermittent basis with possible extensions subject to actual progress of procurement related activities.

1. Terms of Payment

The contract shall be a time-based Contract thus the Procurement Consultant will receive remuneration,and Out-Of-Pocket Expenses such as Per Diem, two way international and local air travel, miscellaneous travel expense such as excess baggage, vehicle hire for local transport, office operations such as translations on monthly bases upon receiving of the invoice and supporting documents by the IA.

The Consultant will prepare, at the last day of month his invoice together with time-sheet which is showing day-by-day activities and supporting documents. The invoice shall be in international convertible currency, such as USD, Euro and etc.

The EA/IA shall make payment within not more than 30 days upon from the EA/IA’s receipt of the invoice from the Consultant. Any income or other kind of taxes shall be paid to relevant authorities by EA/IA on behalf of the Consultant.

1. Qualification requirements
* Bachelor’ degree or equivalent qualification in economics, engineering, law or similar. Certification in procurement and supply management certificates such as CIP, CPP or similar is considered as advantage.
* Minimum 20 years of proven general working experience.10 years of professional experience in procurement, including engagement in procurement of major goods, works and services under IFIs/MDBs, such as (e.g., IsDB, World Bank, ADB) financed projects with values higher than 10 Million USD per contract.
* Experience in handling major works in the areas of **civil engineering, electrical, electromechanical works would be considered as an advantage.**
* **Minimum 8 years of experience on automation in water networks with at least 5 projects**Experience in procurement activities under IFIs/MDBs, such as (e.g., IsDB, World Bank, ADB) financed projects.
* Fluency in English is required. Working knowledge of Kazakh or Russian is considered an advantage**.**
1. https://www.isdb.org/project-procurement/documents [↑](#footnote-ref-1)