



TERMS OF REFERENCE (TOR)

Individual Procurement Consultant Project: TKM1015 – Improving Quality of Oncology Services

1. Objective and Purpose of the Assignment

The Islamic Development Bank (IsDB) is supporting the Government of Turkmenistan in the implementation of the project “Improving Quality of Oncology Services” (TKM1015), which includes the construction of cancer treatment centers and associated healthcare infrastructure. The project involves multiple complex procurement packages, including consultancy services (supervision and financial audit), prequalification of contractors, and large-scale civil works for hospital construction.

In accordance with the Financing Agreement, the EA established a Project Management Unit (PMU) to conduct day-to-day project management and coordination in disbursement, procurement, financial management, ensure compliance with environmental and social standards, reporting, other project related activities including the necessary liaison with project’s internal and external stakeholders and adherent to IsDB’s respective policies, procedures and controls.

The objective of this assignment is to provide assistance and advice to PMU on fiduciary oversight for quality assurance and compliance with Bank’s procurement policies and procedures. Given the complexity and sequencing of these procurement activities, combined with the capacity constraints within the PMU, timely preparation and processing of procurement documents and evaluation reports is critical to avoid delays in implementation and disbursement.

Scope of the Assignment

The scope of assignment will include, but not limited to, the following:

The Individual Procurement Consultant will support the Implementing Agency and Project Management Unit (PMU) in undertaking procurement activities under Project TKM1015 in accordance with the IsDB Procurement Guidelines.

The Consultant will be responsible for supporting timely implementation of procurement activities, particularly for consultancy services, prequalification of contractors, and works procurement related to hospital construction. Specifically, the Consultant will:

- Support preparation of procurement documents (REOI, RFP, PQD, Bidding Documents)

- Support preparation of evaluation reports (TER, CER, BER)
- Provide guidance to the PMU on IsDB procurement policies and procedures
- Support compliance of procurement activities with IsDB requirements
- Support management of multiple procurement packages in parallel
- Provide hands-on technical support to address PMU capacity constraints
- Assist in resolving procurement-related issues and clarifications
- Provide technical advice on procurement and contract-related matters.
- The Consultant will provide targeted support for priority procurement packages under the project.

2. Detailed Tasks and Duties

The Individual Procurement Consultant will support procurement activities under the project, including but not limited to the following:

A. Selection of Supervision Consultant

- Preparation of Request for Expressions of Interest (REOI)
- Support in evaluation of EOIs and preparation of shortlist
- Preparation of Request for Proposals (RFP)
- Preparation of addenda/amendments to the RFP, as required
- Support in technical evaluation of proposals and preparation of Technical Evaluation Report (TER)
- Support in combined evaluation and preparation of Combined Evaluation Report (CER)
- Preparation of draft contract documents

B. Prequalification of Contractors

- Preparation of Prequalification Documents (PQD)
- Preparation of clarifications and amendments to PQD, as required
- Support in evaluation of applications and preparation of Prequalification Evaluation Report

C. Procurement for Construction of Hospitals

- Preparation of Bidding Documents (BD) for works contracts
- Preparation of clarifications and amendments to bidding documents, as required
- Support in bid evaluation and preparation of Bid Evaluation Report (BER)
- Preparation of draft contract documents

D. General Procurement Support

- Provide advisory support to the Implementing Agency on procurement planning and implementation
- Support compliance with IsDB Procurement Guidelines and applicable procedures
- Support timely processing of procurement packages to avoid delays
- Provide guidance to the PMU/IA to strengthen procurement capacity
- Assist in addressing procurement-related issues and documentation

3. Key Deliverables/Expected Output

The Consultant shall deliver the following outputs:

- Procurement documents including REOI, RFP, PQD, and Bidding Documents
- Evaluation reports including Shortlisting Reports, TER, CER, and BER
- Draft contract documents for procurement packages
- Advisory notes and inputs on procurement-related matters
- Periodic progress updates on procurement activities

All deliverables shall be submitted in a format acceptable to IsDB and the Implementing Agency.

4. Qualifications and Experience

Academic and Professional Qualifications	Required	Preferred
Bachelor's Degree in Business Administration, Engineering, Law, Finances, Accounting or related field	x	
Knowledge of IsDB/MDBs current procurement policies and procedures: at least should have completed IsDB's Project Procurement e-Learning modules	x	
Specific certification in procurement / purchasing will be an advantage		x
Country Procurement knowledge		x
Knowledge of public procurement procedures in the region or specific country		x
Experience		
Minimum 3 years of relevant professional experience in procurement	x	
Experience in procurement of consultancy services and works contracts	x	
Minimum 2 years' experience in working with IsDB project procurement or MDB-financed projects		x
Experience in handling evaluation processes (EOI, RFP, bids) and preparation of evaluation reports	x	
Skills		
Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required	x	
Project and Contract Management Skills		x
Additional languages		x
Excellent written and oral communication skills in English, to deliver technical financial documents, and reports	x	
analytical and problem-solving skills	x	

5. Duration and Level of Effort

The assignment is expected to be carried out over a period of 3 months, with an estimated input of 60 working days.

6. Duty Station

The services may be provided on a full-time or intermittent basis, depending on the requirements of the procurement activities and in agreement with the Implementing Agency and IsDB.

The Consultant will be based at the premises of the Project Management Unit (PMU) and/or work remotely, as required. The Consultant may be required to undertake business trips to the project sites within Turkmenistan, as necessary, to support implementation of procurement activities.

7. Reporting Arrangements

The Consultant will report to the Project Management Unit (PMU) of the Implementing Agency and will work in close coordination with the IsDB project team.

9. Selection Method

The Consultant will be selected in accordance with the Individual Consultant (IC) selection method through a competitive process, in line with IsDB Procurement Guidelines.

10. Type of Contract

The assignment will be carried out under a lump-sum contract, with payments linked to the satisfactory completion of agreed deliverables.
