

**PROCUREMENT MANAGER**  
**DRAFT TERMS OF REFERENCE**

BOSNIA AND HERZEGOVINA/REPUBLIC OF SRPSKA

ENERGY EFFICIENCY PROJECT

P143580-BA-BEEP-8906BA-RFP-IC-21-91-RS

1. Background

Bosnia and Herzegovina is the Borrower, and Republic of Srpska, through a subsidiary agreement with the Borrower, has received financing from the World Bank toward the cost of the Energy Efficiency Project, and intends to apply part of the proceeds for consulting services. The project development objective is to demonstrate the benefits of energy efficiency improvements in public sector buildings and support the development of scalable energy efficiency financing models.

The objective of the Energy Efficiency Project's corresponds to goals underlined in the Law on Physical Planning and Construction of Republic of Srpska (official gazette of Republic of Srpska no. 40/13, 106/15, 3/16 and 84/19) and the Law on Energy Efficiency of Republic of Srpska, adopted in 2013.

The Energy Efficiency Project will support energy efficiency investments ("subprojects") in schools, hospitals and clinic centers. A small number of other public facilities (e.g., elderly homes, orphanages, other administrative buildings) may also be included. The component will finance energy efficiency upgrades, as well as related technical consultancy services (e.g., energy audits, technical and social monitoring and evaluation, technical designs, supervision and subproject commissioning). It is estimated that up to 35 public buildings are expected to be renovated within 4 years of the project implementation. These investments will reduce the energy consumption of selected public buildings, and demonstrate the economic viability of energy efficiency improvements, including reduced recurring energy costs and associated public expenditures. In addition, the subprojects will generate demonstrable co-benefits, such as reduced CO2 emissions and improved indoor comfort levels (e.g., improved indoor temperature, better lighting and indoor air quality).

Project Development Objective Indicators are: lifetime energy savings, piloting alternative contracting or financing models, submission of a proposal on scalable energy efficiency financing models to the entities' Cabinets of Ministers.

Intermediate Results Indicators are: lifetime fuel savings, GHG savings, increase in end-user satisfaction, number of buildings with EU-compliant energy certification, number of municipal energy managers trained, number of subprojects commissioned, direct project beneficiaries, female beneficiaries.

The PIU within the Ministry of Physical Planning, Civil Engineering and Ecology will be responsible for preparation, coordination, management and implementation of the project, including procurement, contracting, and payments of all goods, works and services related to the project. These Terms of Reference define the nature and scope of an assignment for procurement manager.

## 2. Objectives

The Ministry of Spatial Planning, Civil Engineering and Ecology Republic of Srpska intends to hire a Procurement Manager to assist the Ministry in implementation the Energy Efficiency Project for works, goods and services as mentioned below in the scope of services.

## 3. Scope of Work

The Procurement Manager (PM) will support the implementation of the project and will play a key role in preparation, implementation and monitoring of different procurement transactions pertaining to the implementation process.

1. To follow the World Bank Guidelines, for procurement of goods, works, consultants services, and other relevant laws for all items financed through the Loan/Credit, using the standard World Bank documentation;
2. Establish and maintain in the PIU a database of letters of interest received from consultants, contractors and suppliers;
3. Prepare, monitor and update the Project Procurement Plan (PPP) and concur and clear them with the Bank;
4. Prepare special procurement notes (SPN) and other necessary tender documentation (bidding documents (BD's), request for proposals (RFP's), invitation to quotes, draft contracts etc., for the project and coordinate their clearance with the Bank.
5. Coordinate and assist the project technical staff in preparation of the technical specifications, bill of quantities/schedule of activities and terms of reference for the bidding documents and RFP's. Prepare the administrative-commercial parts of the bidding documents for procurement of goods, works and consultants services based on draft TORs and specifications and quantities provided by the project technical staff and transmit those documents to the World Bank for review and no objection;
6. Assist and take part in tender committee and concerned technical working groups in formulating appropriate evaluation criteria, preparation of draft requests for proposals (RFP), and transmission of those documents to the World bank in a timely fashion for review and no objection, in accordance with World Bank requirements outlined in the PA, PAD and official project documents (e.g. POM – Project Operation Manual).
7. Monitor receipt of bids, quotations and proposals and ensure their safekeeping until public opening;
8. Carry out public bid openings and draft minutes of these openings;
9. Ensure preparation of comprehensive evaluation reports according to World Bank standard and timely transmission of evaluation reports to the World Bank for review and clearance;
10. Maintain regular communication with financial manager to ensure that procurement tracking information is well coordinated with other project planning, project budgeting and other project financial reporting information;
11. Notify winning consulting company in a timely fashion, and draw up contracts for approval and signature by those individuals authorized to sign on behalf of the Ministry, ensuring transmission to the World Bank of draft contracts requiring prior approval;

12. Handle the procurement related complaints, if any, received by the project as per the agreed procedure for the project;
13. Maintain systematically the procurement related records and documentations for audit/review by the World Bank;
14. Perform other tasks, as requested by the PIU Director

#### 4. Eligibility criteria

1. Minimum Bachelors' degree in engineering, public administration, economics, business, finance or law
2. At least seven (7) years of professional experience in procurement
3. At least three (3) years of work experience in World Bank-financed projects
4. Specific work experience in the energy efficiency projects is advantage
5. Broader experience and knowledge of energy efficiency/climate change issues
6. Possession of IT-literacy in MS Applications (Word, Excel, PowerPoint etc.)
7. Fluency in written and spoken English
8. Excellent communication and organizational skills

#### 5. Working conditions:

Procurement Manager will be stationed at the premises of the RS Ministry of physical planning, civil engineering and ecology.

#### 6. Period of Performance

Consulting services are required full time for the period of one year with the possibility of extension.

#### 7. Type of Contract and Salary

The type of contract will be Time Based. Monthly salary will not exceed salaries of the employees in the Ministry of similar rank and years of service.

#### 8. Reporting:

Procurement Manager will report to and work under the direction of the PIU Director.