

Strategic Development Consulting (SDC) in the frameworks of the USAID's Strengthening Resource Mobilization Activity is publishing a

Call for

selection of one (1) senior expert to provide technical assistance to selected local self-government units on Procurement Transparency and Contract Management

1. Project Background

North Macedonia aspires to be a prosperous, self-reliant, and inclusive democratic society. USAID's Strengthening Resource Mobilization Activity (January 25, 2021, to January 25, 2026) is assisting North Macedonia's local governments to raise and independently manage the resources necessary to fund services demanded by citizens. The Project works with local self-governments (LSGUs), the Government of North Macedonia and key stakeholders to:

1. Enhance the quality of municipal tax and fee collection systems,
2. Increase LSGUs' capacity to access external resources from the national government, international organizations, and/or capital markets and banks,
3. Improve LSGUs' ability to plan, manage, and implement public sector revenues in compliance with Government of North Macedonia regulations,
4. Enhance the decentralization process.

The required expert's technical assistance will be based on the results from the previous work with cohort of 15 municipalities and identified needs as well as Municipal Scorecard results and identified gaps by the project team. More specifically, the consultant will conduct a training which will introduce the fundamentals of contract management in the public sector by analyzing how staff involved in procurement and contract management can work in partnership to deliver best value for money services. The training will have a highly applied and focused approach designed to give a local administration knowledge, understanding and practical skills necessary for efficient and effective management of large local infrastructural contracts as per USAID Project Work Plan under the:

Objective 3: Local Governments' Budget Execution Rate Increased

- **Activity 3.3.3: Public Procurement Management and Transparency**

The provision of expert services will be part of the Project TA tailor-made packages provided to the second cohort municipalities. The expert shall take a due attention to the fact that the TA is tailor made with specifically designed activities to address concrete issues for each municipality.

2. Objective and Scope of Engagement

The objective of this activity is to strengthen the capacities of the local administration in procurement monitoring and contract management and at the same time to increase the transparency in the procurement process. More specifically, the objective of this consultancy engagement is to introduce the fundamentals of contract management in the public sector by analyzing how staff involved in procurement and contract management can work in partnership to deliver best value for money services as well as to secure procurement and contracting transparency. The program will have a highly applied and focused approach designed to give a local administration knowledge, understanding and practical skills necessary for efficient and effective management of large local infrastructural contracts.

To achieve the above objectives and result, the consultant will implement the following tasks:

- Revise and update, if necessary, the developed Standard Operating Procedures for procurement monitoring and contract management which include: overview of the main procurement legislation and procurement and contract transparency requirements; preparing and consulting the public procurement plan; ensuring transparency of the procurement plan and process and its implementation; gender mainstreaming in the procurement process; the importance of contract management in delivering value for money and the risks and pitfalls of weak contract management; standard terms and conditions for works, goods and/or services as well as special terms and conditions; development of effective key performance indicators for managing contracts; effective management of works contracts (FIDIC, PRAG, etc.) and efficient coordination between contractors, supervisors, financiers, investors and public institutions (initiating commencement and review meetings, monitoring against agreed KPIs, planning measures for corrective action if required, recording performance to demonstrate value for money and to provide an audit trail, management of payments and service credits, dispute resolution, managing contract extensions and terminations, acceptance of works and contract completion, recording of assets and properties etc.) as well as all other aspects related to contract management in the public sector.
- Prepare and conduct online workshop for representatives of 15 LSGUs for discussing implementation of the guidelines.
- Develop check list with indicators for monitoring infrastructure contracts implementation for LSGUs.
- Based on the Standard Operating Procedures develop training materials and deliver a two one-day interactive and dynamic training on procurement monitoring and contract management to 24 LSGUs or approximately to 50 employees from the local administration.
- Prepare report from the assignment.

3. Deliverables

The consultant will provide the following outputs and deliverables:

- Revised and updated Standard Operating Procedures for procurement transparency, monitoring and contract management;
- Conducted online workshop for representatives of 15 LSGUs for discussing implementation of the guidelines;
- Developed check list with indicators for monitoring infrastructure contracts implementation;
- Delivered two one-day workshops on procurement transparency, monitoring and contract management in Macedonian language for 24 partner LSGUs;
- Prepared final assignment report written in a clear and concise format.

The expert will have an intermediate reporting obligation to SRMA Objective 3 Lead, and will submit the deliverable(s) as developed.

Deliverables should be in Macedonian with the consultant available to respond to comments and recommendations from the Project Team.

The Consultant engagement will be assessed by fulfilling the following indicators:

- Number of municipal employees trained/mentored.

4. Period of execution of activities

The engagement will be executed in the period December, 2022 – February 2023. The overall consultancy engagement will include 9 days:

Output 1: Revision and Update of already existing Practical Guideline for Management and Revision of Public Procurement Contracts – 3 days.

Output 2: One online workshop for representatives of 15 LSGUs for discussing implementation of the guidelines – 1 day.

Output 2: Develop check list with indicators for monitoring infrastructure contracts implementation – 1 day.

Output 3: Two one-day workshops on procurement transparency, monitoring and contract management and report – 3 days.

Output 4: Final report – 1 day.



5. Criteria and qualifications

- Academic qualifications:

- Degree in a related field (Law, Economics, Business administration, Finances, Engineering, or any other relevant field.)

Professional experience:

- Minimum 10 years of extensive experience in public procurement practices and procedures.
- Proven reference list of at least 5 successfully delivered workshops on procurement, contract management or specific topics closely related to the procurement and developed at least 3 guidelines/procedures/manuals.

Other criteria

- Proven ability to work with a tight schedule and deliver the service within the given time frame.
- Excellent communication and report writing skills.

Public servants are not eligible to apply.

Intellectual property: All works created under this assignment, including creations, inventions, ideas, designs, copyrightable materials, trademarks, and other technology and rights, shall be works made for hire. The consultant is not allowed to publish any part of the deliverables.

It is envisaged that only (individual) consultants, will be eligible to apply and to be contracted to perform the activities listed in this ToR.

6. Application procedure

To be considered, the interested applicant needs to submit the following documents in **English**:

- Cover letter.
- CV.
- Reference list with similar assignments and contact details of two references.
- Proposed gross daily rate in USD inclusive of all costs.

The requested documents should be submitted on the following e-mail address: contact@sdccom.mk, no later than **24th November 2022 by 17:00 PM**. Incomplete applications will not be considered for evaluation.