

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 16 local self-government units on Procurement Transparency and Contract Management**

## **1. Project Background**

North Macedonia aspires to be prosperous, self-reliant, and inclusive democratic society, whereas USAID Strengthening Resource Mobilization Activity (2021 – 2026) will assist Macedonia's government institutions to raise and independently manage the necessary administrative, fiscal and policy changes foreseen in the Activity Plan of the Project. USAID Strengthening Resource Mobilization Activity will work on improving financial disciplines of local administration by strengthening capacity in budget planning, execution, and reporting.

The expert's technical assistance will be based on the results from the conducted Municipal Scorecard results and identified gaps by the project team. More specifically, the consultant will develop a training program which will introduce a 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 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 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 SRMA TA tailor-made packages provided to the first 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 accelerate 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:

- Develop Standard Operating Procedures for procurement monitoring and contract management which will include but will not be limited to: 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.
- Based on the Standard Operating Procedures develop training materials including PowerPoint presentation at least 5 working days before the workshop submit to the SRMA team for review and approval.
- Deliver a two-day online interactive and dynamic training on procurement monitoring and contract management to 16 LSGUs or approximately to 35 employees from the local administration.
- Prepare training report, reviewing the feedback/comments received from the participants, summarizing the lessons learned and recommendation for improvements. The training report will include:
  - Final program (Agenda);
  - List of participants;
  - Written assignments to participants.
  - Overall evaluation with recommendations and lessons learned.

### **3. Deliverables**



The consultant will provide the following outputs and deliverables:

- Developed Standard Operating Procedures for procurement transparency, monitoring and contract management;
- Developed training material on procurement transparency, monitoring and contract management written in a user-friendly format with a maximum of 15 pages and appropriate PowerPoint presentation. All training materials will be prepared in Macedonian language.
- Delivered two-day online workshop on procurement transparency, monitoring and contract management in Macedonian language.
- Prepared Training report written in a clear and concise format with a maximum of 5 pages.

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 2 months starting from December 1, 2021 till January 30, 2022. The overall consultancy engagement will include 14 days:

Output 1: Preparation of Standard Operating Procedures – 8 days

Output 2: Preparation of training materials – 3 days

Output 3: Two-day online workshop on procurement transparency, monitoring and contract management – 2 days

Output 4: Final training 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@sdcmk.com](mailto:contact@sdcmk.com), no later than **25<sup>th</sup> November 2021 by 17:00 PM**. Incomplete applications will not be considered for evaluation.