



REPUBLIKA E SHQIPËRISË  
MINISTRIA E SHËNDETËSISË  
DHE MBROJTJES SOCIALE

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)  
(CONSULTING SERVICES)**

**October 23, 2017**

**ALBANIA**  
**ALBANIA HEALTH SYSTEM IMPROVEMENT PROJECT (HSIP)**  
**LOAN NO: 8466 AL.**  
**PROJECT ID NUMBER: P144688**

*Assignment Title: "Procurement Specialist"*

*Reference No. HSIP/CS/IC/02-2017*

The Government of Albania has received financing from the World Bank toward the cost of the Health System Improvement Project (HSIP), and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include hiring of a local individual consultant for the position of "**Procurement Specialist**".

The Procurement Specialist will be responsible for:

- Working with concerned technical working groups in the preparation of technical specifications and terms of reference for contracts to be procured under the projects in accordance with various procurement methods.
- Assisting the concerned technical working groups and evaluation committees in the evaluation of proposal received, on the bases of criteria stipulated in the bidding documents.
- Ensuring preparation of comprehensive evaluation reports according to the World Bank standard formats and timely transmission of the evaluation reports to the World Bank for review and no objection.
- Establishing and maintaining efficient procurement and contracting tracking system (noting important approval dates, awards, contract amounts etc) as well as

a proper filing system to ensure quick retrieval of procurement information by, the project staff supervision missions, annual auditors etc.

- Preparing and submitting to the Project Manager and Director of the Cabinet of the Ministry of Health and Social Protection, periodic procurement reports describing procurement procedures for implementation of projects and compliance with the schedule, and identifying procurement issues arising during project implementation and solutions proposed.
- Participating in negotiations and provide guidance to negotiations group on topics which may be negotiated.
- Preparation and publishing of procurement notifications;
- Preparation of the Bidding Documents and Requests for Proposal;
- Preparation of the short list;
- Preparation of all necessary documentation for bid opening, evaluation and award of contract.
- Keeping official correspondences with bidders and consultants regarding to all procurement issues.
- Preparation of the Evaluation Reports;
- Preparation of the Contracts;
- Preparation and updating of Procurement Plans and Procurement Reports;
- Advertise of contract award as required under applicable World Bank guidelines.

The Procurement Specialist will be hired from the Ministry of Health and Social Protection of Albania, through a selection process. He/she will report directly to the Director of the Cabinet of the Ministry of Health and Social Protection, to the Project Manager and/or to the World Bank as per the request. He/she will work in close collaboration with all the Departments of Ministry of Health and Social Protection, other project beneficiaries and World Bank team, during the course of the project implementation.

The procurement Specialist should have:

- University degree in economics, engineering, business administration, law or equivalent professional qualification. Master degree would be an advantage.
- At least 8 overall experience, and at least 3 years of experience related to the implementation of the procurement activities of projects financed by international development organizations, preferably by The World Bank;

- Proven knowledge of the organizational and operational aspects of project management.
- English language essential.

The Ministry of Health and Social Protection, through Project Coordination Unit (PCU) now invites eligible individual local consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short listing criteria are:

No.	Evaluation Criterion	Points
1.	General Qualifications	30 points
2.	Relevant Experience in the field of the assignment	50 points
3.	Capability to carry out the assignment	20 points
<b>TOTAL</b>		<b>100 points</b>

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) (January 2011, revised July 2014), setting forth the World Bank’s policy on conflict of interest.

The assignment will be performed by an **Individual Local Consultant**. The selection method to be applied is **Individual Consultant (IC)**, in accordance with the procedures set out the World Bank’s *Guidelines Selection and Employment of Consultants Under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*” (January 2011, revised July 2014) .

Consultant is expected to be contracted on a full-time basis during the period commencing November 2017 and continuing through February 2021 *or* any other period as may be subsequently agreed by the parties in writing.

Further information can be obtained at the address below during office hours 08:00 to 16:30 (Monday to Thursday) and 08:00 to 14:00 on Friday.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **November 6, 2017**.

**MINISTRY OF HEALTH AND SOCIAL PROTECTION (MOHSP)**  
**Project Coordination Unit (PCU)**  
**Health System Improvement Project (HSIP)**  
**Tirana, Albania**  
**Att: Blerina Dudushi**  
**e-mail: [hsip.dudushi@gmail.com](mailto:hsip.dudushi@gmail.com)**