

PROJECT IMPLEMENTATION UNIT SUPPORT TEAM**PROCUREMENT EXPERT****TERMS OF REFERENCE****1. BACKGROUND**

The European Bank for Reconstruction and Development (“EBRD” or the “Bank”) will provide financing to the Republic of Armenia (the “Borrower”) to finance construction of a Customs and Logistics Centre in Yerevan, Armenia (“Yerevan CLC”).

Yerevan CLC will provide essential capacity to absorb increasing demand in the medium- and long-term horizons. It is expected to increase efficiency and transparency of customs operations, improve the quality, and introduce time reductions required for customs clearance services through the application of the “One Stop Shop / Single Window” concept. The utilisation of high-quality scanning and inspection equipment at both sites will significantly reduce the existing practices for time consuming, manual handling of cargo.

Yerevan CLC, along with similar project in the Syunik region, is targeted to be one of the first two public buildings to have achieved green building certification, namely Leadership in Energy and Environmental Design (“LEED”) certification with a minimum level of Silver or equivalent. Certification through reputable certification schemes, such as LEED, ensures that new buildings are designed and constructed according to a low carbon trajectory.

In addition to the abovementioned project, the EBRD has already provided financing to support Meghri BCP Modernisation project, as well as Syunik Customs and Logistics Centre. The beneficiary and the implementing agency for all mentioned projects is the State Revenue Committee of Armenia (the “SRC” or the “Client”). The Bank is considering further investments for the benefit of the Client in near future.

Meghri BCP Modernisation, Syunik Customs and Logistics Centre and Yerevan CLC (together the “Projects”) also benefit from number of technical cooperation assignments, carried out by various consultants, including Project Implementation Support (“PIS”) consultants.

All projects are or will be implemented by the Project Implementation Unit (the “PIU”) established within the SRC.

In order to ensure efficient and effective implementation of the Projects, a PIU support team of up to 4 local experts (**Project Manager, Procurement Expert, Technical Specialist / Civil Engineer, Environmental and Social Expert**) will be embedded within the SRC’s PIU for a period of [one year, with the possibility of an extension of one more year subject to the review of the performance of the experts on an annual basis by the Client]. The PIU support experts (the “Experts”) will be embedded within the PIU and provide capacity support to the SRC to ensure timely and efficient implementation of the Projects (the “Assignment”).

These Terms of Reference (TOR) specifically refer to the Experts’ objectives and scope of work.

2. OBJECTIVES

The overall objective of the Assignment is to support the SRC with the timely and effective implementation of the Projects.

The investments and consultancy services for the Project are being or will be procured in accordance with the EBRD Procurement Policies and Rules (“PPR”). The Projects will also be implemented in accordance with EBRD’s Performance Requirements under the 2019 EBRD Environmental and Social Policy, and the requirements of the respective Environmental and Social Action Plans (“ESAP”) and Stakeholder Engagement Plan (“SEP”) and should not violate the requirements of the national legislation of the Republic of Armenia.

3. SCOPE OF WORK

All experts, including a Procurement Expert, will work closely with the PIS consultants and, as appropriate, SRC’s relevant departments.

Job Description: Procurement Expert

Location: Yerevan, Armenia

Employer: State Revenue Committee of Armenia (SRC)

Job Purpose:

The Procurement Expert reports to the Project Manager and is responsible for the overall procurement and contract administration for the contracts to be financed under the Projects. The Procurement Expert will ensure that the procurement and contract administration of the contracts to be financed under the Project will be implemented in accordance with the applicable laws of Republic of Armenia and the procurement procedures set in the Project Financing Documents. The Procurement Expert will be responsible for all procurement activities and administration of the contracts financed under the Project on behalf of the SRC. The Expert will be accountable for the procurement activities and reporting to the SRC, EBRD, relevant central authorities and audit bodies.

Key Responsibilities:

- Prepare, update, and coordinate the Project procurement plan with stakeholders and report on any deviations.
- Ensure the procurement plan aligns with the project’s timeline and objectives.
- Collaborate with the Project Implementation Support (PIS) consultants to develop procurement documentation, including relevant environmental, health, safety, and labor specifications.
- Ensure tender documentation complies with the Environmental and Social Action Plan (ESAP), national Environmental Impact Assessment (EIA), and other relevant reference documents.
- Submit tender documentation through the EBRD Client E-Procurement Portal (ECEPP) for the Bank’s review.
- Coordinate and address any comments or feedback from the Bank regarding the tender documentation.
- Carry out tender processes in accordance with the procurement plans and EBRD’s Procurement Procedures (PPR).
- Ensure the entire procurement process follows the established protocols and timelines.
- Organize and coordinate the work of the Evaluation Committee for the procurement process.
- Submit Evaluation Reports to the Evaluation Committee for approval and ensure proper documentation of the evaluation process.
- Participate as an observer/expert in Evaluation Committee meetings, providing input as needed.

- Submit evaluation reports via ECEPP for the Bank's review and respond to any clarification requests from the Bank.
- Participate in the preparation of contracts and negotiate terms with winning contractors, suppliers, and consultants.
- Submit draft or negotiated contracts to the SRC's administration and the selected contractors, suppliers, and consultants for final approval and signing.
- Submit finalized and signed contracts via ECEPP for the Bank's review in accordance with procurement guidelines.
- Provide support to the SRC in addressing and resolving any procurement-related complaints or disputes.
- Administer and manage signed contracts with suppliers, contractors, and consultants, ensuring compliance with all terms and conditions.
- Handle dispute resolution and manage claims effectively, ensuring timely resolution in accordance with contractual agreements.
- Ensure the SRC receives appropriate advice and guidance on all matters related to contract administration and management.
- Work closely with contractors, suppliers, and consultants to ensure that the quality and speed of project implementation meet EBRD's standards and expectations.

It is expected that the SRC will support the Experts in the above activities by facilitating the relevant contacts and the organisation of necessary discussions and meetings as well as ensuring coordination with other donors' activities to avoid overlap.

Qualifications:

1. General experience and qualifications:

- University degree/diploma in engineering, business, law, procurement, or other related area.
- Proficiency in English language is mandatory, and Armenian language is preferable.
- High computer literacy.
- At least 10 years professional experience.

2. Specific experience

- Demonstrated experience in working on similar assignments, i.e. carrying out the procurement in accordance with EBRD or other MDBs procurement policies and rules.
- Experience in implementation of at least one project involving procurement of works, goods, and services in accordance with EBRD or other MDBs procurement policies and rules.
- Experience in minimum three (3) tenders for procurement of goods in accordance with MDBs procurement policies and rules and using their Standard Procurement Documents.
- Practical experience of FIDIC contracts will be considered an advantage.

4. IMPLEMENTATION ARRANGEMENTS AND DELIVERABLE

4.1 Assignment Duration and Implementation Arrangements

The assignment will be for a duration of 12 months, with a possibility of one-year extension, subject to satisfactory performance.

The Assignment is expected to start in Q4 2025. The Procurement Expert is expected to work on a **full-time basis** (5 days a week) and are expected to exclusively work on this Assignment.

The SRC, in agreement with EBRD, will have the right to ask for the contract to be terminated / replacement found for Experts due to non-performance.

Experts will be paid on a monthly basis in equal instalments throughout the year.

It is expected that the Experts will be provided with furnished, serviced and maintained office accommodation in Yerevan by the SRC and the SRC will bear all administrative costs with prior approval of such.

All documentation related to the works is and will remain the property of the SRC after completion of the assignment. The Experts shall not publish, use or dispose of this documentation without the written consent of the stakeholders.

4.2 Confidentiality

All information enclosed in these Terms of Reference as well as that associated with the Assignment – including the deliverables and all other documents produced by the Experts in the context of this Assignment shall remain confidential.

4.3 Donor Visibility

The EBRD might require adequate visibility for its contribution. The Experts shall collect evidence of donor's visibility on all produced reports for the Projects. The final report shall detail the ways in which the donor's visibility requirements were adhered to.

4.4 Deliverables and Milestones

The list of key deliverables will be developed by the Experts one month after the commencement of the Assignment as per the Scope of Work and will be delivered in close collaboration with the other consultants.

The timeline for the key milestones in this Assignment as set out in the scope of services will be agreed during the inception phase between all parties: Client, consultants, experts, and the EBRD; and set out in a detailed work plan with mutually agreed deliverables and timelines.