

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

REPUBLIC OF ARMENIA

RESILAND: Armenia Resilient Landscape Project

Grant No.: **P179988**

Assignment Title: Procurement Specialist

Reference No. (as per Procurement Plan): AM-EPIU-442280-CS-INDV

The Republic of Armenia has received financing from the World Bank (the International Bank for Reconstruction and Development (“IBRD”), acting as an Implementing Agency of the Global Environment Facility (“GEF”) and as administrator of the Multi-Donor Trust Fund for Supporting Armenia Resilient Landscapes Project and International Development Association (“IDA”), acting as administrator of the Multi-Donor Trust Fund for Supporting Armenia Resilient Landscapes Project) toward the cost of the RESILAND: Armenia Resilient Landscape Project, and intends to apply part of the proceeds for individual consulting services.

The main objective of the Procurement Specialist is to implement and coordinate all procurement procedures for procurement activities under the Project. The Procurement Specialist shall be responsible for the efficient and timely procurement of Works, Goods, Non-Consulting and Consulting Services.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest in Annex 1.

The Environmental Project Implementation Unit now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The Qualifications criteria are:

- University-level degree in engineering, finance, economics, business administration, law, procurement, or related discipline;
- At least 5 years of professional experience as a procurement and/or contract management specialist;
- Experience in managing procurement under World Bank financed projects, or projects financed by other international financial institutions would be considered as an advantage;
- Understanding of and experience with World Bank Procurement Regulations, procurement procedures and Systematic Tracking of Exchanges in Procurement (STEP) portal, will be considered an advantage;
- Good interpersonal and communication skills;
- Fluent knowledge of the English language;

- Demonstrated ability to work in a team;
- Computer literacy (MS Office).

The attention of interested Individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

An Individual Consultant will be selected in accordance with the Selection of Individual Consultant (Section V) method set out in the Procurement Regulations.

Interested candidates are invited to submit their CV highlighting relevant experience and education, along with contact details of at least two professional references, to: resiland.epiu@gmail.com , clearly indicating the vacancy title "Procurement Specialist / RESILAND Armenia" in the subject line. Supporting documents (e.g., educational certificates) may be requested from shortlisted candidates at a later stage. Only shortlisted candidates will be contacted.

The Evaluation Committee may invite the highest-ranked candidates, based on the assessment of their CVs, to participate in an interview prior to finalizing the evaluation results. Interviews may be conducted in person or through remote communication tools (e.g., telephone or video conference), as agreed with the candidate. The date and time of the interview will be communicated to the candidate at least five (5) calendar days in advance. If a candidate is unable to participate in the scheduled interview due to justified reasons, the Client may, at its discretion, agree on an alternative date and time. Failure to participate in the rescheduled interview may result in disqualification from the evaluation process. Any costs associated with participation in the interview shall be borne by the candidate.

Further information can be obtained at the address below during office hours (09:00-18:00).

Expressions of interest / CVs in English must be delivered via e-mail NO later than May 29, 2026, 18:00 (local time).

Environmental Project Implementation Unit

Attn: Armen Yesoyan (Acting Director of EPIU)

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ANNEX 1

RESILAND: ARMENIA RESILIENT LANDSCAPES PROJECT (P179988)

TERMS OF REFERENCE for PROCUREMENT SPECIALIST

1. Introduction and Background

The objectives of the RESILAND: Armenia Resilient Landscape Project are: (i) to increase the area under sustainable landscape management in Selected Locations and (ii) to promote sustainable economic activities to communities in Targeted Landscapes in Armenia. RESLAND Armenia follows an integrated landscapes approach to restore forests and wetlands and will rely on four key issues: (i) reduction of forest fragmentation and increase in density of tree cover by restoring the forest land degraded due to mining and by forest enrichment planting; (ii) improving management of neglected and abandoned wetlands, (iii) increasing community economic benefits, and (iv) strengthen the institutional foundation for the sustainable management of landscapes, creating green jobs, and increasing community benefits. Project activities are grouped into four interrelated components and their respective subcomponents. Under its main three components, the project will finance consulting services, non-consulting services, goods, equipment, training, workshops, as well as small works.

The Project four Components include:

Component 1: Institutional Capacity and Policy Development.

Component 2: Landscape Restoration

Component 3: Promoting Communities Benefits.

Component 4: Project Management, Monitoring & Evaluation, and Communication.

2. Project Implementation Arrangements

The Environmental Project Implementation Unit (EPIU), a State agency under the Ministry of Environment, will provide overall management of the Project preparation activities aimed at achievement of the planned results.

3. Objectives of the assignment

The main objective of the Procurement Specialist is to implement and coordinate all procurement procedures for procurement activities under the Project. The Procurement Specialist shall be responsible for the efficient and timely procurement of Works, Goods, Non-Consulting and Consulting Services.

4. Scope of Work

In order to achieve the objective, the Procurement Specialist shall:

4.1 Perform a variety of procurement activities including preparation of procurement documents, announcement, evaluation, contracting;

4.2 Identify procurement arrangements based on Projects' particular circumstances, market analysis, risks and operating context;

- 4.3 Prepare and update Projects' Procurement Plans and Project Procurement Strategy for Development on as needed basis, in close cooperation with the EPIU's Management and Project Coordinator;
- 4.4 Ensure the procurement of Goods, Works, Non-consulting Services and Consulting Services are handled in accordance with the World Bank procurement procedures and Procurement Regulations, dated September 2023;
- 4.5 For prior and post review contracts, prepare all sorts of procurement documents using SPD (Standard Procurement Documents), or other bidding documents as agreed in advance with the World Bank, for Works, Goods, Non-consulting and Consulting Services. Review the completeness of the procurement documents before submission through STEP (Systemic Tracking of Exchanges in Procurement) system;
- 4.6 Carry out pre-bid meetings, prepare clarifications and/or amendments of bidding documents and minutes of the pre-bid meetings, and make sure such are equally available to all bidders;
- 4.7 Carry out pre-proposal conferences; prepare clarifications and/or amendments of requests for proposals and minutes of the pre-proposal conferences, on as needed basis;
- 4.8 Carry out bid opening procedures and prepare bid opening minutes;
- 4.9 Carry out technical and financial proposals opening procedures and prepare minutes of proposal opening, on as needed basis; Prepare bid evaluation reports for procurement of Goods, Works, and Non-consulting Services. Prepare requests for clarifications of bids, and provide clarifications to the World Bank's comments as the case may be;
- 4.10 On as needed basis, prepare shortlist evaluation reports and technical/financial proposals evaluation reports, prepare requests for clarifications of proposals - for RFP other than for Consulting Services, and provide clarifications to the World Bank's comments as the case may be;
- 4.11 Prepare Notification of Intention to Award the Contract to the bidders, proposers and consultants; and prepare award notices/acceptance letters to selected bidders and consultants, on as needed basis;
- 4.12 Carry out contract negotiations with the selected consultants, proposers and bidders on as needed basis;
- 4.13 For prior and post review cases too, as soon as such case is identified and before proceeding with negotiations with the successful bidder/proposer as per article 5.61 of the Procurement Regulations (of September 2023 or later version), inform the Bank of such decision, with all supporting information and basis for such decision;
- 4.14 Prepare final set of contract documents for Goods, Works, Consulting and Non-consulting Services for signature by the parties;
- 4.15 Provide recommendations to the Project team on proposed contract variations/amendments for Goods, Works, Consulting and Non-consulting Services;
- 4.16 Prepare contract variations/amendments for Goods, Works, and Non-consulting Services;
- 4.17 Prepare amendments to the Consultancy contracts;
- 4.18 Participate in customs procedures for procured Goods, if applicable; participate in acceptance and hand-over of goods procured - as the case may be;
- 4.19 Ensure procurement filing accurately and in a timely manner;

- 4.20 Ensure timely publication of procurement notices and advertisement as well as awarded contracts;
- 4.21 Register and update procurement information in the EPIU's internal systems;
- 4.23 Register and upload necessary procurement information in the Client-Treasury system to ensure relevant contract management;
- 4.22 Use STEP system, for all type of procurements – for all prior and post review contracts on regular basis. Update all information in STEP from planning to payment. Assist in contract administration, which includes, inter alia, monitoring of: contract dates, guarantees, insurance policies, deliverables, etc.;
- 4.23 Update contract monitoring report in Bank format (for all contracts, including high value contracts – if any) at quarterly basis and share the report to Bank;
- 4.24 Assist audit processes, review findings and implementing changes;
- 4.25 Support/review the preparation of the technical specifications, BOQs, TORs, Employer's Requirements etc. of the bidding / procurement documents (RFPs, RFBs, RFQs, REOIs) and ensure the consistency of these sections with the other sections of the bidding / procurement documents and make necessary recommendations for changes or make the changes where required;
- 4.26 Prepare response to the complaints of the bidders if any;
- 4.27 Prepare debriefing letters to unsuccessful bidders/consultants, and participate in debriefing meetings, if applicable;
- 4.28 Prepare procurement related reports at the request of the Project Coordinator;
- 4.29 Assist EPIU in the implementation and monitoring of contracts, in establishing good document filing system and in providing contract information for disbursement needs;
- 4.30 Undertake training of EPIU staff for the World Bank procurement procedures;
- 4.31 Conduct other procurement activities entrusted by EPIU.

5. Reporting

The Procurement Specialist will report to Project Coordinator at PIU. The Procurement Specialist will submit monthly reports that will include:

- time sheets – short description of work undertaken for each day of the reporting period;
- monthly report – brief summary of work undertaken in the reporting period;
- monthly work plan – a brief summary of work that is planned for the next reporting period.

6. Duration, Location and Facilities and Services to be provided by the EPIU

The contracted Procurement specialist will be hired for the initial period of 1 year. The Procurement Specialist's performance will be assessed, and the contract might be extended annually (for each additional year) based on satisfactory performance. The Community Procurement Specialist is expected to remain engaged throughout the entire Project implementation timeframe/period. This is a time-based contract, with full-time assignment.

Location: Yerevan, Armenia

The EPIU will provide:

- (i) All relevant documents and materials including basic office supplies related to the assignment;
- (ii) Suitable office in the EPIU's premises.

7. Qualifications

- University-level degree in engineering, finance, economics, business administration, law, procurement, or related discipline;
- At least 5 years of professional experience as a procurement and/or contract management specialist;
- Experience in managing procurement under World Bank financed projects, or projects financed by other international financial institutions would be considered as an advantage;
- Understanding of and experience with World Bank Procurement Regulations, procurement procedures and Systematic Tracking of Exchanges in Procurement (STEP) portal, will be considered an advantage;
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