TERMS OF REFERENCE
FOR A PROCUREMENT ADVISOR (PA)

1. BACKGROUND

The Government of Georgia has received the financing for the implementation of Log-in Georgia Project ("Project") . The proposed Project development objective is to increase access to affordable broadband internet, and to promote its use by individuals and enterprises, in targeted rural settlements.

The Project Consists of the following key components:

- Component 1: Increasing access to broadband – this Component will help expand access to broadband internet in rural settlements across Georgia and improve the enabling environment for digital development.
  - Subcomponent 1.1: Supporting the Open Net Program – the Open Net Program will develop a national infrastructure to offer open access, wholesale, broadband telecommunications services.
  - Subcomponent 1.2: Improving the enabling environment for digital infrastructure – this subcomponent will support activities to improve the enabling environment for digital infrastructure development in Georgia. This will support the development of legal, policy, and regulatory instruments, and design of investment attraction measures included in the national broadband development strategy (adopted in 2020).
- Component 2: Promoting the use of broadband-enabled digital services – this Component will support the development of Georgia's digital economy through a strengthened enabling environment, promoting digital use-cases of broadband, and addressing barriers to the participation of individuals in the digital economy.
  - Subcomponent 2.1: Enabling environment for digital economy development – this subcomponent will support activities to improve the enabling environment for digital economy development in Georgia.
  - Subcomponent 2.2: Promoting use-cases – the subcomponent will promote specific use-cases of improved broadband connectivity in targeted rural settlements.
  - Subcomponent 2.3: Increasing digital inclusion – this subcomponent will finance targeted interventions to boost the use of the internet and digital services by women, social minorities, and persons with disabilities in targeted settlements.
- Component 3: Project implementation support – this component will support the management and implementation of the Project and associated activities.

The Project will be implemented over a five-year period by the Open Net NNLE as the implementing entity, with the oversight of the Ministry of Economy & Sustainable Development (MOESD) of the Government of Georgia (GoG). Open Net NNLE will be the Project Implementing Entity (PIE) to support the implementation of the Project.

2. **OBJECTIVES OF THE ASSIGNMENT**

The objective of the assignment is to provide the support the Open Net Project Implementation Unit (PIU) to carry out the above-mentioned Project's procurement activities in a timely fashion as well as provide on-the-job capacity building for the procurement staff.

3. **SCOPE OF THE ASSIGNEMENT**

The services to be delivered by the Procurement Advisor include, but not be limited to:

A. SUPPORT THE PIU IN REVIEWING THE BIDDING DOCUMENTS PREPARED BY THE PIU AND MANAGING THE PROCUREMENT PROCESS UNDER COMPONENT 1.1 OF THE PROJECT:
   - Assist PIU in review of all request for bids/request for proposals documents prepared by the PIU, including procurement notices/invitation letters, evaluation criteria, bid evaluation reports and draft contracts for Works, Goods, Information Technology, and both Consultancy & Non-Consultancy Services.
   - Provide guidance to PIU procurement staff on the selection of the evaluation committee members and provide necessary training to these members in bid evaluation process according to World Bank regulations and standard bidding documents.
   - Provide quality review of procurement-related documents and correspondence before their issuing to potential bidders.
   - Provide guidance to PIU on complaints received from the bidders during the tenders and how to deal with those complaints.
   - Assist the PIU with contract management and modification to contracts.
   - Assist the PIU in revising procurement plans and strategies as needed.
   - Assist the PIU in carrying-out any other procurement-related functions as may be required from time to time.
   - The Procurement Advisors hall assist the PIU to prepare progress reports on the procurement tasks performed and outputs achieved.

B. PROCUREMENT TRAINING
   - The Procurement Advisor will provide on-the-job training to PIU and relevant Implementing Agency staff.

4. **REPORTING**
   - The Procurement shall report and analyze the progress of procurement and identify all problems experienced with procurement under the component 1.1 of the project with recommendations for remedial and capacity building actions.
   - The Procurement Adviser shall submit monthly reports on services provided.

5. **LOCATION OF THE ASSIGNMENT**

The assignment is on part time basis, estimated at 60 working days per year, which will be coordinated with PIU as needed. The work can be done online, without the need to visit Georgia.

6. **QUALIFICATIONS AND EXPERIENCE**
    *   **Education**: Advanced degree (Masters or above) in Business Administration, Law, IT, Civil Engineering or other relevant fields. A lower-level degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university.
    *   **Experience**: At least ten years of international experience in carrying out public procurement (out of which at least 4 with the World Bank funded Projects), including procurement of, goods, works and consultants' services in the ICT sector. In particular, the Project Advisor should have experience in:
        - operations with multinational and international organizations;
        - managing large civil works, goods, and consultant contracts in ICT.
    *   **Language Skills**: Proficiency in oral and written English is essential. Georgian & Russian are a plus.
    *   Excellent interpersonal skills with the ability to function efficiently and collaboratively in a group and in multicultural team environment.