

# **DIGITAL UZBEKISTAN PROJECT**

## **TERMS OF REFERENCE FOR PROCUREMENT SPECIALIST**

### **1. Background**

The Digital Central Asia and South Asia (Digital CASA) regional program focuses on regional aspects of the development of digital communications and digital infrastructure, data storage and processing centers, platforms and intelligent solutions, and competence centers.

«Digital CASA-Uzbekistan» (or Digital Uzbekistan) project (Project) is aimed at increasing access to more affordable internet, crowd-in private investment in the ICT sector, and improvement of participating government's capacity to deliver digital government services in Uzbekistan by contributing to the development of a regionally integrated digital infrastructure and enabling environment. This project provides a framework to engage with the Government on the complex telecom market reforms necessary for the long term, successful development of the country's digital infrastructure. In the short term, it also allows the opportunity to demonstrate how that infrastructure, coupled with resources to engage citizens and develop digital leadership and skills, can serve as the foundation for economic development more broadly.

The «Digital CASA - Uzbekistan » project will include the following structure: (i) Regional digital connectivity infrastructure: expanding the regional and domestic fiber optic backbones, increasing security, capacity and reach of the government virtual private network "G-Net" and bridging the rural connectivity gap through mobilization of private sector investment on the basis of competitive tenders; (ii) Datacenters, regional cloud services, digital platforms and smart solutions: developing regional digital platforms and shared services, including digital ID, cybersecurity, interoperability platforms, e-procurement, developing the data ecosystem for data driven solutions based on big data analytics, IoT and AI platforms, developing selected e-services and smart solutions in key sectors that build on and demonstrate the value of using shared digital government infrastructure and services; (iii) Enabling Environment for Digital transformation: strengthening the laws, regulations, institutional and human capacity and digital leadership and institutional building needed for effective change management of digital transformation, ICT infrastructure investment, market competitiveness, digital engagement, job creation and innovation through partnerships, including strategic partnerships and communications, and citizen engagement activities; and (iv) Digital innovations, entrepreneurship and skills: promoting digital entrepreneurship by providing support to startups, supporting human capital development and digital skills, including participation of women and supporting digital innovations through establishing a Regional Center of Excellence of Digital Economy in collaboration with existing local institutions; (v) Program Management: to support effective project and program management activities.

A project preparation grant from the ECA Region Capacity Development (ECAPDEV) Trust Fund (Grant) has been secured and will be managed by the Ministry for development of information technologies and communications (MITC), the implementing agency for the Project, to finance Digital CASA project preparation activities focused on increasing implementation readiness up to and right after project approval.

The Grant is structured along two components, both aimed at helping the implementing agency to establish good grounds for effective and speedy project implementation. The first component will be aimed at supporting the establishment of a good system for effective project implementation (project manual, results

framework, capacity building and project audit), whereas the second component will be aimed at increasing project implementation readiness through preparation of tender documentation.

## **2. Objective**

The objective of this activity is to assist the Digital CASA - Uzbekistan Project Preparation team (PPT) under the Ministry for Development of Information Technologies and Communications (MITC), by providing consulting services in procurement issues to ensure timely implementation of the Grant as well as the preparation and early implementation of the *Digital CASA - Uzbekistan Project* and in compliance with the Letter-Agreement for the Grant and the Financing Agreement for the Project, World Bank Procurement Guidelines (July 2016 edition) and Uzbek legislation. This implies, but it is not limited to the organization and conducting of procurement under the Grant and the Loan.

## **3. Scope of assignment**

The Consultant shall undertake the following tasks:

- Advising the PIU and the project stakeholders on the use of the WB procurement requirements and procedures as needed and conducting the project procurement in line with the WB procurement regulations and procedures, as stipulated in the Financial Agreement;
- Provide input and coordinate development of the Project Procurement Strategy for Development (PPSD);
- Development of the Project's Procurement Plan (PP) and follow-up on timely modifications, updates to the PP and PPSD and due Bank approvals;
- Monitor timely implementation of the PP and alert the team if significant procurement delays are identified. Undertake all necessary measures for speeding up the procurement processes;
- Carry out procurement procedures in line with the approved PP;
- Obtain technical specifications and TORs required for development of procurement documents from the various government experts;
- Draft procurement documents in accordance with the World Bank's Standard Procurement Documents and secure their due approval/no objection both within the Government and by the Bank;
- Prepare and issue advertisements and notifications mandated by the procurement procedures conducted under the PP;
- Respond to requests for clarifications, issue and amend procurement documents when found necessary;
- Arrange for and properly record the proceedings of the pre-bid meetings, of public tender openings, prepare and submit minutes of openings to the World Bank, when needed;
- Provide procurement related advice to the Tender Committee as required and prepare the required documents;
- Prepare evaluation reports in the format required by the World Bank and submit them to the World Bank for approval when required;
- Prepare announcements on contract awards and information for the winners of the bids (legal entities or individual consultants);

- Participate in contract finalization discussions with the winners of the bids (legal entities or individual consultants);
- Prepare contracts to be signed by the parties in accordance with the tender documentation and Procurement Regulations. Monitor receipt of signed contracts and contract guarantees;
- Maintain the project's procurement documentation files;
- Provide inputs the procurement related reports to be submitted to the World Bank;
- Provide input to the Project's Operational Manual;
- Provide inputs for the Project progress reports;
- Liaise with the World Bank team and obtain all necessary clearances prior to issuing RFBs/RFPs or awarding contract;
- Perform any other related tasks as assigned by the Project Manager of the «Digital CASA - Uzbekistan» Project.

#### **4. Outputs**

The Consultant shall provide the following *main outputs*:

- Project Procurement Strategy for Development (PPSD) and Project Procurement Plan are developed timely and kept up-to-date;
- Procurement activities are conducted in accordance with the approved procurement plan;
- Advertisements, bidding documents, letters of invitation, draft contracts, evaluation reports for the procurement of goods, services and works are developed and issued as planned, in timely manner;
- World Bank no-objections, when required, are received for procurement documents timely;
- Reports and statements on procurement activities are prepared.

#### **5. Timing**

This is a full time assignment expected to commence in June 2019. The contract will be signed for a period of **12 months** with a probation period of three months, during which the contract can be terminated. The contract could be extended beyond the original term subject to the consultant's satisfactory performance.

#### **6. Institutional arrangements and Reporting**

The consultant will report to and work under the direct supervision of the Project Manager of the Digital CASA - Uzbekistan Project.

The Consultant shall keep records of the time spent on this assignment and prepare quarterly reports, which are submitted to the Project Manager of the Digital CASA - Uzbekistan Project. These reports shall cover brief description of the work carried out by the Consultant during the reporting period.

## **7. Resources**

The MITC will provide working space, office equipment and communication facilities (including access to the Internet), as well as any other necessary means and support for Consultant in order to carry out this assignment.

## **8. Qualification requirements and evaluation criteria**

- University degree in areas such as engineering, civil works, law, economics/finance and other related fields;
- At least 2 years of professional experience relevant for the position in the World Bank projects or other donor funded projects and experience in ICT procurement would be highly desirable;
- At least 2 years of professional experience linked to procurement/contracting experience under the public procurement regulations or private business;
- Knowledge of English, Russian and/or Uzbek languages;
- Computer proficiency (Windows, MS Office, Internet Explorer).