



**Request for Expression of Interest (REOI) and  
the Terms of Reference (TOR) for Senior Procurement Specialist**

**Basic Data:**

COUNTRY:	Afghanistan
NAME OF THE PROJECT:	Digital CASA Afghanistan Project
SECTOR:	Information Communications Technology (ICT)
CONSULTING SERVICES:	<b>Senior Procurement Specialist</b>
CONTRACT TYPE:	Individual Consultancy Contract-Time Based
DURATION OF ASSIGNMENT:	12 months
DUTY STATION:	Kabul, Afghanistan
CONTRACT REFERENCE NO:	MCIT/Digital CASA/PPF/C-16
WORLD BANK GRANT NO:	<b>PPG of Digital CASA Afghanistan Project</b>
PROJECT ID NO:	-----

**Background:**

The Ministry of Communications and Information Technology (MCIT), Islamic Republic of Afghanistan has received Project Preparatory Grant/Fund from the World Bank to prepare for execution of Digital CASA Afghanistan Project and intends to apply part of the proceeds to hire a qualified Individual Consultant to work as Senior Procurement Specialist of the Project and to carry out relevant procurement capacity building in MCIT.

This Consultancy Support will be provided to MCIT at Kabul, under the Project Preparatory Fund of Digital CASA Afghanistan Project.

The aim of the Digital CASA Afghanistan Project is: (i) to expand and strengthen the Regional and National level broadband connectivity based on Optical Fiber Networks; (ii) to boost up digital society and economy through e-Governance initiatives and (iii) to prepare an enabling environment and Regulation for the growth of ICT Sector in Afghanistan. The project will do so by: (a) expansion and strengthening of broadband connectivity in Central Asia and South Asia Region; (b) expansion and strengthening of national broadband connectivity in Afghanistan; (c) Commissioning of a Network called “Govnet” to connect most of the Government Offices at Central and Provincial Government levels; (d) Automation of citizen-centric services through e-Governance initiatives; (e) Automation of e-Governance mechanisms and strengthening of e-Delivery Platforms; (f) framing up of Regulations, Policies, Strategies and Policies for growth of ICT Sector.

To contribute towards achievement of some of the above mentioned objectives of Digital CASA Afghanistan Project, MCIT has decided to avail the consultancy services of an Individual Consultant to work as Senior Procurement Specialist who could also build the capacity of the Procurement Department of MCIT through intensive Training Programs.

This Consultancy Support is essentially required to assist the existing PMO of ICT Sector Development Project (ICTDP) and MCIT's Procurement Department in carrying out Procurements for the Procurement packages under the Project Preparatory Fund of Digital CASA Afghanistan Project.

### **Objectives of the Consultancy Assignment:**

The objectives of this assignment are to: i) support the PMO and the PICU with all procurements under new Project(Digital CASA) and other programs being undertaken by MCIT; ii) assist the procurement department staff members of MCIT in their tasks.

The consultant will work under the guidance of the Head of PMO as established for ICTDP and coordinate with other staff in Procurement Department and other Departments of MCIT. He will be accountable for ensuring that all the procurements under Project Preparatory Grant of Digital CASA Afghanistan Project are done in accordance with the procurement procedures agreed upon between the World Bank and the Government of Afghanistan, in an efficient and transparent manner. The consultant will also provide procurement advice and support to the Procurement department of MCIT.

### **Scope of Work and Tasks:**

Selected Consultant will execute the following tasks:

- Advise Head of PMO and the PICU of Digital CASA Project on the project procurement issues as related to Digital CASA Afghanistan Project(called Project);
- Support the Head of PMO by:
  - Preparation, reviewing and clearing procurement plan for the project and procurement monitoring plan for the project;
  - Preparing, reviewing and clearing commercial aspects of bidding documents/RFPs, bid evaluation, short-listing and technical evaluations for all procurement activities required under the project;
  - Following up with concerned government departments and the World Bank (if required) to have the TORs and bidding documents approved and issued in a timely manner according to the approved procurement plan of the Project;
  - Managing the process of advertising, correspondence, bid receipt and bid opening strictly in accordance with agreed upon procurement procedures;
  - Preparing and reviewing evaluation reports to submit for approval;

- Following up with concerned government departments and the World Bank (if required) to have the evaluation reports approved in a timely manner;
  - Participating in contract negotiations with the winning consultancy firm(s);
  - Managing the procurement filing system in a systematic manner;
  - Monitoring and reporting of procurement implementation status and progress to the Head of PMO and the World Bank as required;
- Coordinating with, providing necessary training or assistance to other Departments of MCIT on procurements.
  - Training staff of the Procurement Directorate of MCIT and ATRA on procurement issues.
  - Assisting the PICU with other procurement related matters as and when required.

### **Consultant's Qualification and Experience Requirements and Selection Criteria:**

The Consultant should have the following qualifications and experience:

- Afghan National;
- Any recognized University degree;
- A total of 5 years experience in carrying out public procurements;
- Minimum of 2 years experience in carrying out international procurements of goods and consultancies under Donor funded projects;
- Fluency in English and Dari or Pashto ( reading, writing, speaking);
- High integrity and accountability, good team work spirit.

To ensure impartiality, the consultant (including his home office, if any) must not, in any way, be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project.

### **Deliverables:**

The Consultant should submit weekly, monthly and quarterly reports to the Head of PMO of the World Bank funded ICT Sector Development Project.

### **Payment schedules:**

The Consultant will be paid on monthly basis, after submission of his monthly Invoice, the Attendance/Activity Sheet of the month and brief Report, all in English and in any one local language(Pashtu or Dari), duly approved by the Head of PMO of the World Bank funded Project. Payments will be made within one month after receiving the approved documents.

### **Support that will be given to the Consultant at Kabul:**

MCIT shall provide the following support:

- A suitable working space inside the MCIT Complex.
- Internet connectivity in Office.

**Request for Expression of Interest (REOI) by MCIT:**

The Ministry of Communications and Information Technology (MCIT) now invites eligible Consultants to indicate their interest in providing the services. Interested Consultants must provide information indicating that they are qualified to perform the services (CV, Brochures, Description of similar assignments, experience in similar conditions and availability of appropriate skills etc.). A Consultant will be selected in accordance with the procedures set out in the World Bank's [\*Guidelines: Selection and Employment of Consultants by World Bank Borrowers\*](#) (January, 2011 edition).

Interested Consultants may also obtain further information (if required) at the address given below, during office hours from 0800 to 1600 hours:

Foreign Procurement Department (FPD) (Attn: Mr. Samimullah Samim)  
General Manager for External Procurements;  
Procurement Department, Ministry of Communications and IT (MCIT)  
Mohammad Jan Khan Watt; Kabul, Afghanistan  
Phone: Office: +93 20 210 37 41; Cell: +93 700 222 009;  
Email: [fpd@mcit.gov.af](mailto:fpd@mcit.gov.af); Web site: [www.mcit.gov.af](http://www.mcit.gov.af)

Any queries on the position may also be addressed to the above mentioned email address ([fpd@mcit.gov.af](mailto:fpd@mcit.gov.af)), with CC to [pmo@mcit.gov.af](mailto:pmo@mcit.gov.af); [pmo.mcit@hotmail.com](mailto:pmo.mcit@hotmail.com) latest one week before the deadline for submission of expression of interest.

**Expressions of interest, including detailed Resumes must be delivered (by E-Mails) by 31<sup>st</sup> December, 2016(2.00 PM Kabul Time), to the E-Mail IDs as given below:**

[fpd@mcit.gov.af](mailto:fpd@mcit.gov.af); [pmo@mcit.gov.af](mailto:pmo@mcit.gov.af); [pmo.mcit@hotmail.com](mailto:pmo.mcit@hotmail.com)

**All the E-Mails must be addressed to: [fpd@mcit.gov.af](mailto:fpd@mcit.gov.af); [pmo@mcit.gov.af](mailto:pmo@mcit.gov.af); [pmo.mcit@hotmail.com](mailto:pmo.mcit@hotmail.com)**