



MILLENNIUM CHALLENGE ACCOUNT  
REPUBLICA MOLDOVA

**Millennium Challenge Account - Moldova**

**On Behalf of:**

**The Government of Moldova**

**Funded by**

**The United States of America**

**through**

**The Millennium Challenge Corporation**

**\*\*\***

**TERMS OF REFERENCE**

**\*\*\***

**PROCUREMENT/CONTRACT OFFICER**

**/Long-term Assignment/**

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**September 2011**

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## 1. BACKGROUND

### 1.1. GENERAL

The United States of America acting through the Millennium Challenge Corporation (MCC) and the Government of the Moldova (the “*Government*” or “*GoM*”) have entered into a Millennium Challenge Compact (the “*Compact*”) for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Moldova (the “*Program*”) in the amount of \$262 Million USD (the “*MCC Funding*”). In addition, the GoM and MCC have entered into an agreement relating to, among other matters, implementation arrangements, fiscal accountability and disbursement, and use of MCC Funding (the “*Program Implementation Agreement*” or “*PIA*”). The GoM will implement the Program in accordance with the Compact and the PIA.

The GoM has established a public institution, the Millennium Challenge Account – Moldova (the “*MCA–Moldova*”), to manage the implementation of all projects financed through the Compact with MCC. The Compact provides financing for two primary projects: 1) Transition to High Value-added Agriculture Project (“*THVA*”) – the rehabilitation of 11 Central Irrigation Systems with technical assistance and institutional support to assist farmers to transition out of low-value agriculture and towards the production and marketing of high-value crops; and 2) Road Rehabilitation Project (“*RRP*”) – the rehabilitation of the M2 arterial road linking the capital of Chisinau with the border of the Ukraine . This Terms of Reference concerns the services to be provided under the Road Rehabilitation Project.

### 1.2. ROAD REHABILITATION PROJECT

The RRP includes the rehabilitation of approximately 93 km of the road, from Sarateni to the Soroca - Drochia Junction. The primary objectives of the project are:

- to increase income of local population through reduced cost of transport, and reducing the costs of goods and services;
- to reduce losses to the national economy resulting from the deteriorated conditions of the road; and
- to reduce the number of road accidents through improved traffic conditions.

The RRP, as specified in the Compact, consists of the following projects and related activities:

- Rehabilitation of about 93 km of roads in total, including about 82 km of the M2 Road (Sărăteni – Soroca) continued for about 11 km along the R9 Road (Soroca - Drochia Junction);
- A Feasibility Study (“*FS*”) and an Environmental Social Impact Assessment (“*ESIA*”) for the road segment from Arionești to the border crossing in Otaci, a Detailed Design (“*DD*”), a Resettlement Action Plan (“*RAP*”) development, and an updated ESIA for the road section from the Drochia junction to the border crossing in Otaci; and

The interventions proposed for the rehabilitation of M2, in general, are surface treatment, shape correction, resurfacing and strengthening by overlay, strengthening by reconstruction, repair and replacement of elements to ensure traffic safety, rehabilitation of bridges and foot bridges, rehabilitation of the roadside drainage system, and improvements to a number of intersections.

The RRP is a part of the GoM's overall Road Sector Program.

### **1.3. INSTITUTIONAL ARRANGEMENTS**

The MCA-Moldova entered into an agreement (the "Implementing Entity Agreement" or "IEA") with the State Road Administration ("SRA"), which shall be responsible for procurement, environmental permits, fiscal accountability, tax matters, permits, licenses and approvals, certifications, reporting in order to implement the RRP. SRA Project's organizational structure is provided in Annex 1. MCA Moldova will contract the execution of the Works and the services of consulting engineers for the Works Supervision through competitive tendering. For this purpose MCA-Moldova intends to contract a team of professionals (individual consultants) to provide SRA with support and technical assistance necessary to manage the implementation of the RRP and to assist SRA in the procurement and contract management process. The team shall be comprised of managers and specialists in a variety of fields. As included among the positions of individual consultants, MCA Moldova intends to contract the services of two Procurement/Contract Officers (the "*Consultant*" or "*PCO*").

## **2. OBJECTIVES OF THE ASSIGNMENT**

The main objective of the assignment will be to provide SRA with procurement and contract management services for the procurement and contract administration process in the framework of Road Rehabilitation Project.

Specific objectives include:

- (i) Support the Senior Procurement/Contract Management Expert (SPCME) in the complete process of procurement of goods, works and consultants services under the framework of the RRP following the MCC Program Procurement Guidelines dated October 23, 2009 as amended on September 27, 2010 and May 23, 2011 other relevant requirements as listed in Annex 2;
- (ii) Support the SPCME in management and supervision of Works and Works Supervision contracts to be procured by SRA in the framework of the RRP.

## **3. SCOPE OF WORK**

The scope of work outlined below is not exhaustive and is intended only to provide a broad description of the assignment. The PCO will be required to provide procurement and contract management services for the RRP implementation for all of SRA's Works and Works Supervision contracts in the framework of the RRP. In particular the PCO shall carry out the following:

### **3.1. PROCUREMENT OF WORKS AND CONSULTANTS SERVICES**

### **3.1.1. General**

The PCO shall provide support to SPCME in:

- (a) Management and administration of the process for selecting the contractors and consultants for the Works and Works Supervision as requested by MCA-Moldova to implement the RRP;
- (b) Planning, scheduling, and prioritizing the procurement functions, including in developing plans for the efficient and effective procurement of works and services for the RRP;
- (c) Obtaining from MCA-Moldova and MCC all procurement-related approvals for selection of consultants and contractors as required under the MCC funding agreement as well as other approvals from MCA-Moldova and MCC as may be required as a condition of approval of a Procurement Plan or other event from time to time;
- (d) Guard against conflicts of interest, real or in appearance, in the operation of the procurement activity of SRA;
- (e) Maintaining controls throughout the process for selection of the contractors and consultants and ensure good faith, fair dealing and appropriate confidentiality by representatives of the SRA and others who are officially involved in the procurement activity;
- (f) Protecting the procurement activity of SRA from fraud, waste and abuse;
- (g) Providing prompt and fair response to bidders' requests for clarification/debrief about the procurement activity;
- (h) Preparation of progress, procurement, contract management and other relevant reports and information as required under IEA between MCA-Moldova and SRA;

### **3.1.2. Process Procurements**

The PCO, under direct supervision of SPCME, shall take an active role in managing and administering the proceedings for selection of the contractors and consultants for the procurements in the framework of RRP, set out in Procurement Plans, approved by MCC, and duly adopted by MCA-Moldova. As appropriate and required for a particular procurement proceeding, the PCO, shall:

- (a) Review the documents provided by MCA-Moldova describing the objects of the procurements, including scopes of work, statements of requirements, specifications, terms of reference, bills of quantities, engineering designs and drawings, for the purpose of ensuring that the documents are adequately prepared and complete, describe the procurement in reasonable, clear and unambiguous terms, do not overstate the needs, are impartial and transparent and do not use overly restrictive terms in describing the procurement requirements;
- (b) Ensure that the scopes of work, design drawings and/or terms of reference and other documents describing the objects of procurements provided to or developed by the SRA accurately reflect the requirements of MCA-Moldova;

(c) Prepare for publication the required advertisements in the appropriate publications and web-sites in accordance with the MCC Program Procurement Guidelines. In addition to all required advertisements, advise on any other reasonable and appropriate actions to advertise procurements that will encourage wide participation and competition. Assist SRA in pursuing economies in the procurement process that may be obtained through aggressive marketing of the procurement opportunity, improved specifications, conducting market analysis before developing the procurement strategy, research and application of lessons learned from past performance and other sound purchasing practices to achieve value for money;

(d) Assure that MCC issued Standard Bidding Documents and Proposal Documents (collectively, referred to as Standard Bidding Documents), as mandated by MCC, are used the procurement of works and services in implementing MCC-funded procurements when applicable;

(e) Be responsible for developing and using an appropriate bidding document when a particular procurement is outside the scope of any of the Standard Bidding Documents. In such case, assure that the relevant provisions of the Standard Bidding Documents shall be incorporated, as appropriate;

(f) Follow the Procurement Operations Manual (“*POM*”) developed by the Procurement Agent, that:

- i. describes applicable procedures for conducting MCC-funded procurements including procedures for generating purchase requisitions, preparing procurement documents, selecting suppliers, contractors and consultants and executing procurement contracts and amendments;
- ii. provides standard forms for procurement notices and record keeping;
- iii. includes a code of conduct for procurement officials;
- iv. defines fraud schemes and indicators and measures to be taken to prevent, detect and remediate fraud and corruption in the procurement process;
- v. defines procedures for coordinating with Implementing Entity;
- vi. contains such other instructions and procedures as appropriate to execute the responsibilities and tasks of the Procurement Agent.

(h) Verify that the contractor of the works or the consultant for the services is eligible to receive MCC Funding in accordance with the MCC Program Procurement Guidelines and the funding agreement;

(i) Support SPCME in arranging any necessary site visits or pre-bid/pre-proposal conferences as appropriate;

(j) Support SPCME in receiving of written requests for clarification from bidders/ consultants during the bid/proposal preparation period and coordinate with MCA-Moldova to issue responsive and prompt answers. If the reply or clarification results in a substantial change to the bidding documents/RFPs, assist SRA in formalizing the change by creating an addendum to the bidding documents/RFPs, properly informing all potential bidders/ consultants;

(k) Support SPCME in receiving all bids and proposals and conduct opening sessions at the place, day and time specified in the bidding documents/RFPs, in accordance with the standard practices detailed in the POM;

(l) Support SPCME in conducting preliminary examination of bids and proposals for compliance with legal and administrative requirements;

(m) Review of the legal, technical and financial capacity of the participating contractors/consultants is conducted to confirm whether the participants satisfy the qualification requirements;

(n) Perform reference checks and past performance reviews;

(o) Ensure that seeking to clarify a bid or proposal is a proper course of action and consistent with principles of fairness;

(p) Support SPCME in conducting Financial Proposals opening, when appropriate;

(q) Support SPCME in review of the contract award recommendation from the technical evaluation/review panel to ensure that:

- i. pre-announced award criteria have been applied,
- ii. post-qualification has been conducted to confirm that the bidder/consultant recommended for award is qualified to perform the contract,
- iii. verification of the full eligibility of the sub-contractors and key professional personnel to receive MCC Funding is conducted in accordance with the MCC Program Procurement Guidelines and funding agreement,
- iv. the price is commercially reasonable which is confirmed by conducting a price reasonableness analysis as required by the MCC Program Procurement Guidelines,
- v. all required MCC approvals have been granted, and
- vi. contract award is in accordance with the MCC Program Procurement Guidelines and the Procurement Plan, as applicable;

(r) Actively participate in preparing and carrying out contract negotiations;

(s) Preparation of the final contract and minutes of negotiations with the winning bidder/consultant within the specified time frame and with the required securities or guarantees submitted by such contractor, as specified in the bidding documents;

(t) Upon signing the contract with the winning bidder/consultant, ensure that other bidders/consultants are informed of the award decision, assist SRA in conducting debriefings as requested and appropriate;

(u) Prepare for publication contract awards announcement as required in the MCC Program Procurement Guidelines;

(v) Be responsible for properly filed back-up documentation to comply with the standard procurement procedures, and in compliance with procurement audit standards.

### **3.1.3. Preparation of Procurement Plans and Procurement Implementation Plans**

The PCO, under direct supervision of SPCME shall:

(a) Support SPCME in the preparation of Procurement Plans, detailing the procurements anticipated within the framework of RRP for the upcoming six (6) month period based on information provided by, or on behalf of, MCA-Moldova. Each Procurement Plan shall provide an estimated budget for each procurement and the method of procurement to be used for selection;

(b) Be in charge for preparation of specific schedules detailing the procedures and timelines for conducting the procurement (the “*Procurement Implementation Plan*”) for procurements within the framework of RRP identified in a Procurement Plan. As defined in the POM, in addition to the information set out in the Procurement Plan, the Procurement Implementation Plan shall identify the steps of the procurement proceeding for selecting the consultant or contractor and signing the contract and provide timelines for key milestones in the process.

### **3.1.4. Bid Challenges**

The PCO, under direct supervision of SPCME shall:

(a) Following MCA-Moldova’s Bid Challenge System, provide support in resolution of bid challenges of the procurement process filed by disappointed contractors and consultants;

(b) Be in charge for pre-announcement of the Bid Challenge System in the bidding documents/RFPs;

(c) Assist MCA-Moldova in the resolution of any bid challenge arising out of a procurement conducted by SRA.

## **3.2. CONTRACT MANAGEMENT**

### **3.2.1. General**

MCA-Moldova will hire Works Supervision consulting firm(s) (the Engineer) to supervise all Works contracts under the RRP. This firm will be delegated by MCA-Moldova to work under the supervision of the SRA.

MCA-Moldova will authorize the SRA to be the Employer for all practical purposes of the FIDIC contract, and the Engineer shall work with such designated Employer. The SRA shall perform all construction management and contract administration tasks, authorized by MCA-Moldova, as specified in the contracts between MCA-Moldova, and Works contractors and Works Supervision consultants.

### **3.2.2. Management of Contractors**

The PCO shall follow the procedures set-up by the SPCME to:

(a) Monitor and report on the physical and financial progress of the works undertaken by Works contractors;

(b) Ensure that the Engineer provides full details of the progress and quality of works carried out by each Contractor on a monthly basis;



- (c) Ensure that the monthly certificates for payment from the Engineer accurately reflect the cost of the works completed;
- (d) Review the status of all required construction and environmental permits, including a periodic status update as a component of the reporting requirements;
- (e) Receive from the Engineer proposed unit rates for new items of works in construction contracts, review and make recommendations to the MCA-Moldova;
- (f) Review reports submitted by the Works contractors and the Engineer;
- (g) Anticipate claims that may be submitted by Contractors related to Project execution; review recommendations prepared by the Engineer regarding claims submitted by the Works contractors; analyze and make recommendations to the SRA in order to resolve such claims;
- (h) Attend claims meetings between MCA-Moldova, the Engineer, and the Works contractors

### **3.2.3. Other Obligations**

The PCO shall perform other duties as could be reasonably requested by the SRA and agreed with the MCA-Moldova.

## **3.3. CONTRACT ADMINISTRATION**

### **3.3.1. Contract Administration**

For the duly execution of the Contract Administration duties the PCO under direct supervision and with due support from SPCME, EMC and in close collaboration with SRA shall:

- (a) Maintain a contract administration system to ensure and keep track of consultants' and contractors' compliance with terms and conditions of respective contracts, addressing delays in delivery or performance, troubleshooting problems, and certifying performance of services, completion of works and delivery of goods;
- (b) Maintain in orderly manner working files, correspondence, minutes of meetings and conferences, permits, submittal data, submittal registers, inspection and monthly progress reports, contract construction compliance notices, punch lists and contract documents including amendments, notices to proceed, change orders and modifications, so that MCA-Moldova can monitor the Implementing Entity's performance of its responsibilities. Such database shall be maintained both in hard and electronic copies;
- (c) Maintain a record of the contract performance of consultants and contractors and of their compliance with or breach of the terms and conditions of their contracts;
- (d) Verify that the original procurement contract is not modified or amended in a manner that invalidates the procurement process in which the consultant or contractor was selected for award of the contract;

(e) Support the SRA in processing actions to reject goods, works or services, to request cure of defects, to enforce warranties, to address delays in delivery and performance and such other contract management actions taken;

(f) Support in resolution of contract disputes;

(g) Support in administration of actions by MCA-Moldova to suspend and terminate contracts.

#### **4. REPORTING**

The Consultant will report directly to Senior Procurement/Contract Management Expert (see Annex 1 for the details).

1. Inception Report – Within three (3) weeks from the commencement of assignment Consultant shall submit an Inception Report describing the planning that has been established for the assignment. Upon commencement of the services the Consultant shall prepare and agree with the SRA on the general procedures for the performance the services. All procedures and pertaining conditions shall be described in the Inception Report of the Consultant, subject to SRA's approval.

2. Work Plan: The consultant shall submit a work plan including activities for the assignment in consultation with SRA and MCA-Moldova.

3. Monthly Progress Reports shall be submitted within one (1) week from the end of each calendar month. These reports will discuss the Consultant's ongoing and planned activities and will comment on the need for any adjustments to the schedule for Deliverables.

4. A Final Report shall be submitted within four (4) weeks from the end of the base period and each option period. The report shall summarize all issues related to the activities undertaken in the foregoing period. The report shall also contain all written recommendations of the Consultant as they relate to changes to the Procurement Operations Manual, Technical Evaluation Panel Instructions, new MCC Guidance paper and any other procurement related document. The Final Report will serve in lieu of the monthly progress report for the month in which it is due.

All Deliverables specified above, including Reports, shall be provided in English with translation into Romanian. Consultant shall submit electronic copies and provide three (3) hard copies of each deliverable/report in English and one in Romanian.

The Monthly Progress Reports, associated by an invoice, as cleared by the SPCME and SRA Deputy Chief-Manager, and approved by MCA-Moldova will serve the base for payment of the Consultant's monthly remuneration.

#### **5. LEVEL OF EFFORT AND DURATION OF ASSIGNMENT**

The Consultant shall be employed on a full-time basis.

The Consultant will be awarded a contract with 12 months' duration, likely to commence in November 2011.

## **6. LOCATION OF THE SERVICES**

The Consultant shall provide the services at the SRA headquarters in Chisinau except where missions on site will be required.

The Consultant should take into account that the travel in Moldova as per usual business practice does not exceed one day due to small territory, and therefore does not imply additional costs to the usual costs for providing the services.

## **7. SERVICES AND FACILITIES TO BE PROVIDED TO THE CONSULTANT**

SRA shall provide to the Consultant a fully furnished and equipped office room with access to international phone/fax/internet at the SRA's premises in Chisinau for the duration of the assignment.

SRA shall arrange and cover the cost of:

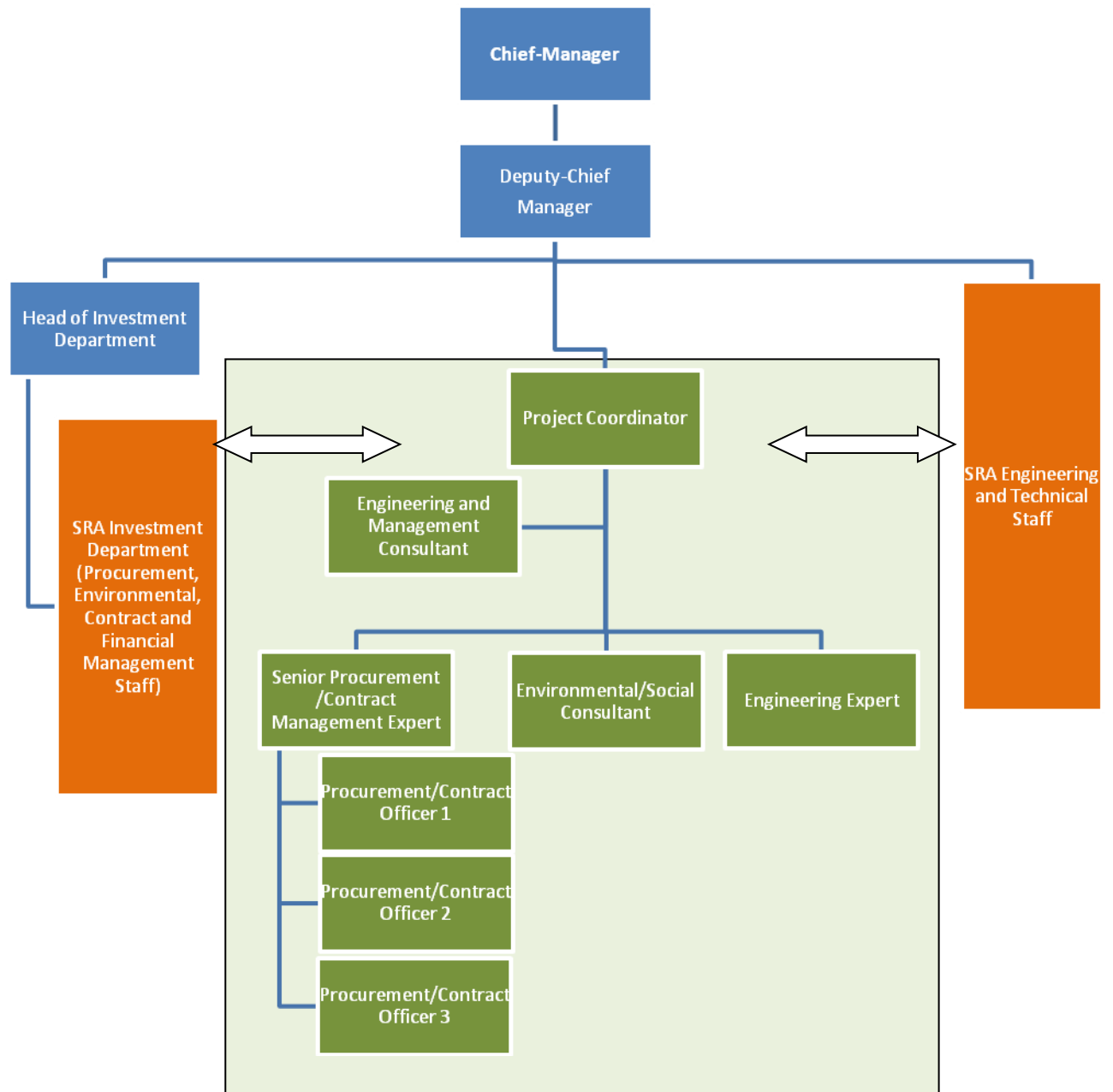
- (i) local transportations directly related to the execution of the duties under the assignment (e.g. site visits, meetings outside SRA's premises etc);
- (ii) communication expenses directly related to the execution of the duties under the assignment (including land-line international phone/fax).

## **8. EXPERTISE REQUIRED**

Consultant will at a minimum possess the following qualifications, skills and professional experience:

- An University degree with a major in a relevant discipline (e.g. Highway Engineering, Law, Procurement, Finance, Business or Commerce) and relevant training in procurement work;
- At least three (3) years of direct relevant work experience as Procurement Consultant/Expert in international donor funded programs;
- Excellent knowledge of Standard Bidding Documents (Works, Services, Goods) used by major international finance institutions (MCC, WB, ADB, EBRD, EC);
- Extensive knowledge of international best practices in public procurement procedures, project administration, contract procedures and project follow-up;
- Experience in procuring and/or administering large works contracts under FIDIC conditions or procuring and/or administering construction supervision contracts in international donor funded programs will be an advantage;
- Fluency in written and spoken English;
- Knowledge of MS Office Suite.

### Annex 1. SRA PROJECT’S ORGANIZATIONAL STRUCTURE



- SRA permanent staff
- SRA pool of experts
- Assistance to SRA (individual consultants hired by MCA-Moldova)

The Implementing Entity has a Unit for procurement and administration of the Project. During the Project execution the unit shall comprise members of the current staff of the Implementing Entity and additional consultants hired by MCA-Moldova. These positions

include the following: the Project Coordinator, the Engineering and Management Consultant, the Senior Procurement/Contract Management Expert, the Procurement/Contract officers, the Engineering Consultant and the Environmental and Social Consultant.

The contracts with the staff members will be initially signed for one year period (unless otherwise stated under position description). Subject to the satisfactory performance assessment and due diligence, the term of the contracts could be extended for the subsequent years.

**One (1) Project Coordinator (PC)** who will oversee the implementation of the Project Activity on a day to day basis and will be the contact person for the Project. The PC will be contracted for the two years base contract with renewal options of up to the full duration of the Compact. He or she will communicate and report directly to the Implementing Entity Deputy Chief-Manager. The supervisor for the PC shall be MCA-Moldova's RRP Director. The monthly reports, associated by an invoice, as cleared by the Implementing Entity Deputy Chief-Manager, and approved by MCA-Moldova will serve the base for payment of PC's monthly remuneration.

**One (1) Engineering and Management Consultant (EMC)** who will provide oversight and quality assurance for all project activities, assisting the PC on a daily basis in planning, technical and contract management issues. The EMC will report to the PC. The monthly reports, associated by an invoice, as cleared by the PC and Implementing Entity Deputy Chief-Manager, and approved by MCA-Moldova will serve the base for payment of IEMC's monthly remuneration.

**One (1) Engineering Consultant (EC)** who will provide the PC in coordination with the EMC with frequent technical advice related to feasibility studies, design, construction and construction supervision issues. The EC will report to the PC with appropriate prior coordination with the EMC. The monthly reports, associated by an invoice, as cleared by the EMC, PC and Implementing Entity Deputy Chief-Manager, and approved by MCA-Moldova will serve the base for payment of EC's monthly remuneration.

**One (1) Senior Procurement/Contract Management Expert (SPCME)** contracted as the manager in charge of procurement of the Goods, Works and Services contracts for the Project, as well as advising on all matters pertaining to Extension of Time, Variations, and claims related to these contracts. The SPCME will report to the PC in prior coordination with the EMC, and will supervise the Procurement/Contract Officers. The monthly reports, associated by an invoice, as cleared by the PC and Implementing Entity Deputy Chief-Manager, and approved by MCA-Moldova will serve the base for payment of SPCME's monthly remuneration.

**One (1) Environmental and Social Consultant (ESC)** who will be in charge of Environmental and Social Impact Assessment, ESMP and RAP for the Project, as well as monitoring systems for tracking compliance during construction with project-specific ESIA's, ESMP's, any RAP's and applicable gender requirements. The ESC will report to the PC in prior coordination with the EMC. The monthly reports, associated by an invoice, as cleared by the PC and Implementing Entity Deputy Chief-Manager, and approved by MCA-Moldova will serve the base for payment of ESC's monthly remuneration.

**Three (3) Procurement/Contract Officers (PCO), contracted** to assist the Senior Procurement/ Contract Manager Expert in the procurement of the contracts. The PCOs will report to the SPCME. The number of PCOs is based on the assumption that

there will be three works contracts and three construction supervision contracts. The monthly reports, associated by an invoice, as cleared by the SPCME and Implementing Entity Deputy Chief-Manager, and approved by MCA-Moldova will serve the base for payment of PCO's monthly remuneration.

## **Annex 2. PROCUREMENT RULES, PROCEDURES, REQUIREMENTS AND BEST PRACTICES**

In the performance of his duties the Consultant shall follow the procurement rules, procedures, requirements and best practices as listed below:

- (a) Conduct procurements and conclude procurement contracts in compliance with Millennium Challenge Corporation Program Procurement Guidelines dated October 23, 2009 which include the rules and procedures governing the selection of consultants and contractors;
- (b) Comply with provisions in Compact and the Program Implementation Agreement that apply to the procurement function;
- (c) Select the consultants and contractors using the methods of procurement set out in approved Procurement Plans unless exceptions have been granted, in writing, by MCC;
- (d) Ensure that the terms and conditions of procurement contracts include all provisions required by the MCC Program Procurement Guidelines and the governing MCC funding agreement;
- (e) Take measures to prevent, detect and remediate Fraud and Corruption in the conduct of procurements in accordance with the principles set out in MCC Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations found on the MCC website at <http://www.mcc.gov/mcc/panda/activities/fightcorruption/index.shtml>.
- (f) For all cost reimbursement type contracts, including Time and Material contracts, comply with the MCC “Cost Principles for Cost-Reimbursement Contracts Under MCC-Financed Grants” (the “MCC Cost Principles”) as may be amended from time to time. The MCC Cost Principles may be found on the MCC website at <http://www.mcc.gov/mcc/bm.doc/mcc-2007-cost-principles.pdf>, or by entering “Cost Principles Contracts” in the search box of www.mcc.gov.
- (g) Ensure strict compliance with the procedures and rules set out in bidding documents, especially the criteria and methodology for evaluation of bids and proposals;
- (h) In the performance of its duties, be mindful of “best practices” generally recognized by procurement professionals.

### **Annex 3. EXPRESSION OF INTEREST FORMS**

## **PROCUREMENT/CONTRACT OFFICER**

**REOI# PP2A1/RRP/CS/IC/06**

**Note to  
Consultants:**

The following standard Forms shall be used for the preparation of the Expression of Interest (EOI). The Consultant must use only these Forms and should not introduce changes to them. If the Consultant has a question regarding the meaning or appropriateness of the contents or format of the Forms and/or the instructions contained in them, these questions should be brought to the Procurement Agent's attention.

In preparing its EOI, the Consultant must ensure all requested information in the EOI Forms is provided and that the EXPLANATORY TEXT AND INSTRUCTIONS IN BRACKETS to help the Consultant prepare the forms accurately and completely ARE REMOVED.

If any of the EOI forms included is missing, the EOI may be rejected as non-responsive.

The Consultants must be aware also that any information regarding their qualifications and experience that is presented outside the EOI Forms will not be considered during the evaluation.



## EXPRESSION OF INTEREST SUBMISSION FORM

Date: *[insert: date of EOI submission]*

*[insert: full address of Consultant]*

To: Millennium Challenge Account – Moldova  
Attention: Ion Josan  
  
Procurement Director

c/o: Procurement Agent

Attention: *[insert: name of PA team member specified in the SPN]*

*[insert: title of PA team member specified in the SPN]*

Email: *[insert: e-mail address of PA team member specified in the SPN]*

Dear Mr. *[insert: name of PA team member specified in the SPN]*,

**Re: Procurement/Contract Officer  
REOI Ref: PP2A1/RRP/CS/IC/06**

I, the undersigned, offer to provide the consulting services for the above mentioned assignment in accordance with your Specific Procurement Notice (SPN) dated *[insert: date]* and your Terms of Reference (TOR).

I am hereby submitting my Expression of Interest (EOI), which includes my CV (Form EOI-1), information on relevant assignments (Form EOI-2)<sup>a</sup> and contact details for references (Form EOI-3).

I hereby declare that all the information and statements made in this EOI are true and accept that any misinterpretation contained in it may lead to my disqualification.

My EOI is binding upon me and subject to the modifications resulting from Contract negotiations, and I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the TOR.

I understand you are not bound to accept any EOI that you may receive.

Yours sincerely,

Signature:

*[insert: full name of Consultant]*

**Form EOI-1 CURRICULUM VITAE (CV)**

1. Name of Consultant [insert: full name]
2. Date of Birth [insert: birth date] Nationality [insert: nationality]
3. Education [indicate: college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment].
4. Membership in Professional Associations [indicate: names of professional associations and years of membership].
5. Other Training [indicate: appropriate postgraduate and other training]
6. Countries of Work Experience [list countries where you have worked in the past]
7. Languages [indicate: proficiency in each language: good, fair, or poor in speaking, reading, and writing]  

Language	Speaking	Reading	Writing
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8. Employment Record [insert: starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format below): dates of employment, name of employing organization, positions held.]  

From [year]:                      To [year]:

Employer:

Position(s) held:

Activities performed:

9. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I further declare that I am able and willing to work:

1. for the period(s) foreseen in the Terms of Reference and
2. within the implementation period of the contract.

Signature:

[insert: full name of Consultant]

## Form EOI-2 RELEVANT EXPERIENCE OF THE CONSULTANT

*[Using the format below, the Consultant shall provide under this Form information on each relevant assignment for which he/she was legally contracted either individually or through other consultants, for carrying out consulting services similar to the ones requested under the TOR. The EOI must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]*

### WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS UNDER THE ASSIGNMENT:

1. Assignment name: *[insert: full name]*
2. Country: *[insert: name of country]*
3. Name of Client: *[insert: full legal name]*
4. Address: *[insert: full legal address]*
5. Position held: *[either individually or through other consultants]*
6. Start date: *[insert: date]*
7. Completion date: *[insert: date]*
8. Value of the contract (in current US\$): *[insert: amount]*
9. Level of effort: *[insert: number of days/months]*
10. Narrative description of project:
11. Description of Actual Services Provided by you within the Assignment:

### **Form EOI-3 REFERENCES OF THE CONSULTANT**

*[The Consultant shall provide under this Form contact information for at least three (3) references that can provide substantial input about:*

- (i) The type of work performed*
- (ii) Confirm the quality of the work experience listed in Form EOI-2.*

*For each reference, list a contact individual, his/her position in the organization, address, facsimile, phone and e-mail address.*

*MCA-Moldova reserves the right to contact other sources as well as to check references and past performance.]*

#### **CONTACT DETAILS OF INDIVIDUALS TO CHECK REFERENCES:**

1. Name: [insert: full name]
2. Position held: [insert: position held in the organization shown below]
3. Name of organization: [insert: full name]
4. Country: [insert: name of country]
5. Address: [insert: full address]
6. Telephone: [insert: telephone number]
7. Facsimile: [insert: fax number, if applicable]
8. E-mail: [insert: e-mail address]