

On behalf of:



of the Federal Republic of Germany



INTERNATIONAL
CLIMATE
INITIATIVE

Terms of Reference (ToR)

Procurement Expert

Project: Promoting Green Deal Readiness in the Eastern Partnership Countries (PROGRESS)

Location: Armenia

Duration: 6 months

Contract Type: Individual Consultant

1. Background

The regional project PROGRESS – Promoting Green Deal Readiness in the Eastern Partnership Countries is funded by the International Climate Initiative (IKI) of the German Federal Government and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH as the lead agency, in partnership with the Regional Environmental Centre for the Caucasus (REC Caucasus), the Organisation for Economic Co-operation and Development (OECD), the European Business Association (EBA) Moldova, and the Institute for Economics and Forecasting of the National Academy of Sciences of Ukraine. The project supports Eastern Partnership countries in advancing climate-oriented, resource-efficient, and environmentally sustainable economic development, with a particular focus on agriculture and agri-food value chains. Through demonstration projects and stakeholder engagement, PROGRESS promotes climate-resilient practices, greenhouse gas emission reduction, and circular economy approaches.

Within Armenia, the project focuses on strengthening green economic development, sustainable agriculture, and circular economy approaches, with particular emphasis on demonstration projects that showcase practical, scalable solutions for SMEs and farmers. These demonstration projects include areas such as:

- Sustainable agricultural production (including precision agriculture)
- Climate-resilient practices and technologies
- Sustainable and circular packaging solutions
- Farm-to-fork value chain improvements

To operationalize these pilots, the project provides targeted technical and non-financial support, including procurement and provision of equipment and technologies required for implementation.



Given the complexity of procurement processes under GIZ compliant frameworks and the need to ensure transparency, efficiency, and compliance, the project seeks to engage a **Procurement Expert** to support the full procurement cycle for demonstration projects.

2. Objective of the Assignment

The overall objective of this assignment is to ensure efficient, transparent, and compliant procurement of equipment and services required for the implementation of demonstration projects under the PROGRESS project.

The Procurement Expert will support the project team in planning, conducting, and documenting procurement processes in line with GIZ rules and procedures, ensuring value for money, timely delivery, and alignment with project objectives.

3. Scope of Work

The Procurement Expert will be responsible for managing and supporting the end-to-end procurement process for equipment and related services required by selected demonstration projects.

Key Responsibilities

A. Procurement Planning and Preparation

- Review demonstration project concepts and identify procurement needs (equipment, materials, services).
- Develop procurement plans and schedules aligned with project timelines.
- Define appropriate procurement methods (RFQ, tender, direct contracting, etc.) in line with GIZ guidelines.
- Prepare technical specifications in close coordination with REC C team, technical experts and beneficiaries.
- Ensure specifications reflect green, energy-efficient, and environmentally sound technologies where applicable.

B. Procurement Process Implementation

- Prepare complete tender dossiers, including:
 - Instructions to bidders
 - Technical specifications
 - Evaluation criteria
 - Contract templates

- Launch procurement processes and manage communication with bidders.
- Organize clarification processes and ensure equal treatment of all bidders.
- Support the evaluation of bids, ensuring:
 - Compliance with administrative and technical requirements
 - Transparent and documented evaluation procedures
- Prepare evaluation reports and recommendations for contract award.

C. Contracting and Delivery Oversight

- Support contract finalization with selected suppliers.
- Ensure contracts include clear provisions on:
 - Delivery timelines
 - Warranty and after-sales service
- Monitor delivery, installation, and commissioning of equipment.
- Verify compliance with contractual obligations and technical specifications.

D. Compliance and Documentation

- Ensure all procurement processes comply with GIZ procurement rules and in accordance to REC Caucasus procurement requirements
- Maintain complete and well-organized procurement documentation and audit trail
- Prepare procurement reports and documentation for internal and external review.
- Identify and mitigate procurement risks, including delays or non-compliance.

E. Coordination and Advisory Support

- Provide guidance to project staff and beneficiaries on procurement procedures.
- Coordinate closely with:
 - Project management team
 - Technical experts (agriculture, packaging, etc.)

- Demonstration project beneficiaries (SMEs, farmers)
- Contribute to improving procurement practices and efficiency within the project.

4. Deliverables

The Procurement Expert will deliver the following:

- Procurement Plan for all demonstration projects (including timelines and methods)
- Technical specifications for equipment and services (aligned with project objectives)
- Complete tender dossiers for each procurement process
- Bid evaluation reports with clear recommendations
- Signed contracts with selected suppliers (supported and documented)
- Delivery and acceptance reports for procured equipment
- Procurement documentation files (fully compliant and audit-ready)
- Final procurement report, summarizing processes, results, challenges, and lessons learned.

5. Duration and Level of Effort

- Duration: 6 months (initially)
- Timeline aligned with implementation of demonstration projects

6. Qualifications and Experience

Education

- Advanced university degree in procurement, business administration, economics, engineering, or related field

Professional Experience

- Minimum 7–10 years of relevant experience in procurement
- Proven experience in donor-funded projects (GIZ, EU, UN, World Bank, etc.)
- Demonstrated experience in procurement of technical equipment and technologies, preferably in agriculture, environment, or industrial sectors

