

Terms of Reference

REPUBLIC OF CROATIA

Ministry of Justice

JUSTICE SECTOR SUPPORT PROJECT

IBRD Loan No. 7888-HR

Consulting services

PROJECT ADMINISTRATOR – PROCUREMENT ASSISTANT

CS-26 - 2

Background

1. The Republic of Croatia has received a Loan from the International Bank for Reconstruction and Development (IBRD) towards the Justice Sector Support Project (JSSP). The JSSP is intended to be a key vehicle for a multi-year program to modernize the judiciary and prosecutors' offices in the Republic of Croatia. The over-arching goal of the JSSP is to support the efforts of the Croatian authorities towards EU integration on the justice and home affairs issues. The JSSP will be implemented by the Ministry of Justice (MOJ) of the Republic of Croatia.

Objective

2. The objectives of the assignment is to support/assist the Project Implementation Unit (PIU) mainly in areas of procurement, administration of procurement related documentation, and general office management and administration.

Tasks and Responsibilities

3. The Project administrator/Procurement assistant will support/assist the Project Manager Advisor (PMA) mainly in areas of general management and office management; and Procurement Officers in procurement related issues. His/her responsibilities will inter-alia comprise of the following:

- a) Complete office administration (filing, copying, telephone/fax, e-mail etc.) and secretarial duties;
- b) Maintain all administration related to procurement process (bidding documents, specific procurement notices/advertisements, requests for expressions of interest and requests for proposals, evaluation reports and contracts);
- c) Draft letters, memos and faxes;
- d) Assist the PMA in technical preparation for meetings, including the sessions of Steering Committee and working groups;
- e) Arrange appointments, receive visitors, place and screen phone calls, etc;

- f) Respond to routine requests for information either by fax, phone or e-mail;
- g) Take care of office equipment and supplies; and perform all other administrative duties, as required by the Project Manager Advisor.
- h) Ensure receipt, registration, and distribution to relevant PIU staff of incoming correspondence, as well as registration and dispatching outgoing correspondence, with special attention to any and all procurement related correspondence;
- i) Assist in creating and maintaining of necessary databases, tracking and filing system and archives for project documents, as well as a proper filing system to ensure quick retrieval of procurement information by the MOJ project team, visiting World Bank Missions, Annual Auditors, etc;
- j) Register and store in accordance with requirements of World Bank Guidelines bids, quotations and/or proposals submitted under the project;
- k) Assist in securing the movement of official documents and contracts;
- l) Provide occasional translation and interpretation through English and Croatian languages;
- m) Coordination of itineraries and acting host for visiting specialists, World Bank Missions and other consultants to Croatia;
- n) Preparation, distribution and filing of meeting agendas and minutes of meetings;
- o) Liaise with the office of the Project Coordinator, Loan Manager and other relevant offices at the MoJ, MoF and the World Bank;
- p) Assist PIU staff on as needed basis during project implementation; and
- r) Other duties assigned by the Project Manager Advisor.

Consultant Qualifications

4. The consultant will possess the following qualifications and experience:
 - University degree in law, public/business administration, architecture, civil engineering, IT or in a similar relevant discipline, or a level of education corresponding to completed university studies of at least 3 year's duration attested by a diploma in similar disciplines;
 - 2 years of relevant experience;
 - good interpersonal skills and a team-player qualities;
 - excellent communication skills, with fluency in written and spoken Croatian and English languages;
 - full computer (MS Office) and office automation literacy; and
 - knowledge of the Croatian legal and judiciary system is desirable, but not mandatory.
 - prior experience of work in an international environment and/or IBRD financed projects would be an advantage.

Contract Arrangements

5. The Consultant will work under a time-based contract.

The assignment will be full time working 8 hours a day on the regular business days in Croatia. The assignment is for a time period of about 43 months. The contract is subject to 6 months probation period.

Subject to satisfactory performance and actual needs of the project the assignment may be extended for a time period agreed with the Client.

The Consultant is expected to work at the MOJ/PIU premises in Zagreb, Croatia. Occasional travel to project locations outside of Zagreb may be required.

The Consultant will be paid fee on a monthly basis, plus compensated for project-related travel expenses, subsistence, hotels, etc. S/he will be provided with office space at the MOJ/PIU premises in Zagreb, as well as necessary computer and communication facilities.

ANNEX B: Consultant's Reporting Obligations

The Procurement assistant / Project Administrator will report to the Client's Coordinator. On daily basis the Consultant shall report to the Project Management Advisor. S/he will closely cooperate with the Office of the Loan Manager and other relevant offices at the MoJ, MoF, and the World Bank.

The Consultant shall submit monthly progress reports that will include a brief summary of work undertaken within the reported period. The reports will be submitted in English in 2 copies.

Two weeks before the end of the assignment, the Consultant will prepare a Final Report, which summarizes the work of the Consultant and sets out details of the future work schedules. The report will be prepared in 2 copies in hard copy and CD in English language.