

LEGAL EXPERT AND PROCUREMENT

Technical Assistance package for the Sustainable Energy Support Programme in Tajikistan

Terms of Reference for Short Term Expert

Expert position	Legal and Procurement Expert
Expert Category	Junior Non-Key Expert
Mission start-end date	01.03.2024 – 13.11.2027
Minimum requirements	<p><i>Skills and qualifications:</i></p> <ul style="list-style-type: none"> ▪ A University degree in Law, Business Administration, or a related field is required. ▪ A minimum of 6 years of professional experience in legal and procurement matters ▪ Sound experience on energy sector projects and/or public procurement processes. ▪ Familiarity with legal and regulatory frameworks relevant to the energy sector and procurement guidelines. ▪ Proficiency in contract drafting and review, legal research, and procurement procedures. ▪ Strong attention to detail and organizational skills, with the ability to manage documentation and records effectively. ▪ Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders. ▪ Fluency in English, both written and spoken. Knowledge of Tajik or Russian languages is required. ▪ Commitment to upholding legal and procurement standards and facilitating efficient processes to support energy sector reforms in Tajikistan, aligning with the objectives of the Technical Assistance Programme.
Duration/working days	Up to 410 working days
Task(s) assigned	<p>Legal Compliance: Assist in reviewing and ensuring compliance with national and international legal and regulatory frameworks for energy sector projects and procurement activities.</p> <p>Contract Drafting: Support in drafting and reviewing contracts, agreements, and procurement documents, including terms and conditions, bidding documents, and procurement plans.</p> <p>Procurement Assistance: Collaborate with procurement teams to facilitate the procurement process, including supplier selection, evaluation, and contract award procedures.</p> <p>Legal Research: Conduct legal research and analysis on relevant energy sector legislation, regulations, and procurement guidelines.</p> <p>Contract Management: Assist in contract management tasks, including monitoring contract performance, ensuring compliance with terms, and resolving contractual disputes.</p> <p>Documentation Management: Maintain accurate records and documentation related to legal and procurement activities, ensuring transparency and accountability.</p> <p>Stakeholder Communication: Communicate with relevant stakeholders, including government agencies, contractors, and legal representatives, to ensure smooth legal and procurement processes.</p>
Output(s)	Inception, mission and progress reporting, etc. as requested