

## Poland

### TERMS OF REFERENCE AND SCOPE OF WORK

POST-ACCESSION RURAL SUPPORT PROJECT (PARSP)  
TECHNICAL ASSISTANCE IN IMPLEMENTATION OF THE COMPONENT A – AGRICULTURAL  
SOCIAL INSURANCE FUND (KRUS) ADMINISTRATIVE REFORM  
SERVICES OF INDIVIDUAL CONSULTANT

Loan No 7358 POL

#### BACKGROUND

1. The Government of Poland implements a program for the rural sector in Poland: the Post Accession Rural Support Project (PARSP) financed from the World Bank loan. Its objectives have been identified as: (i) to enhance the capacity of local governments to identify, plan and execute social protection strategies; (ii) to strengthen the administrative and analytic capacity of the Agricultural Social Insurance Fund (KRUS) during its administrative reform process; and, (iii) to assist the ongoing decentralization of local self-government and regional development.
2. The Project consists of three Components:  
  
Component A – Agriculture Social Insurance Fund (KRUS) Administrative Reform,  
Component B – Social Inclusion,  
Component C – National Awareness.
3. The objective of the Component A – KRUS Administrative Reform, implemented by Agriculture Social Insurance Fund (KRUS) in cooperation with Ministry of Labor and Social Protection is strengthening the administrative and analytic capacity of the KRUS during its reform process; including mainly implementation of the information and communications technology (ICT) systems. Within Component A procurement of consulting services are regulated in the World Bank Guidelines, Selection and Employment of Consultants by World Bank Borrowers, edition of May 2004, revised October 1, 2006.
4. The Project Coordinator appointed by KRUS will be supported in implementation of the Component A in the scope of realization of the whole Component A, by hiring in KRUS an external individual consultant.

#### SCOPE OF WORK AND RESPONSABILITY OF THE CONSULTANT

5. The Consultant will provide roughly 2 months (November – December 2011) of support, no longer than till December 30, 2011, and will support KRUS in implementation and realization of the PARSP Component A. The overall goal of the Individual Consultant's services is to provide technical assistance in the Component A implementation.
6. In order to ensure that overall goal is met, the responsibilities of the Consultant will include:

- a. KRUS support in actions in accordance with the procedures of the World Bank;
  - b. KRUS support for organizing the closing conference and workshop dedicated to the PARSP Component A with cooperation to Ministry of Labour and Social Policy and Ministry of Agriculture and Rural Development;
  - c. supervising and on-going updating of the Component A Implementation Plan developed by KRUS;
  - d. KRUS support in preparing annual and final report from the PARSP Component A;
  - e. KRUS support in preparing of summary and the closure of part A of PARSP according to the World Bank's requirements;
  - f. supporting in preparation of the annual audit of the PARSP Component A.
7. The Consultant is required to perform all tasks and responsibilities specified above and other tasks that may occur which are not specified above, but are related to proper tasks performance.
  8. The services will be performed from the Consultant's premises under condition of having by the Consultant constant e-mail contact with the Project Coordinator and/or in other places indicated by the Project Coordinator (i.e. KRUS head office, the World Bank office in Warsaw). Additionally, according to the needs, the Consultant will take part in meetings organized by KRUS.
  9. The Consultant will respond directly to the Project Coordinator in KRUS and will consult with him any clarifications on matters concerning the implementation of the Consultant's tasks.

#### **RESPONSABILITY OF KRUS**

10. KRUS will also provide an administrative support – one designated person available ad hoc for administrative related issues and taking care of project files in KRUS, as well as a conference room sufficient for coordinating meetings.
11. Payments for the Consultant will be realized in monthly installments, based on actual number of working hours.

#### **REQUIRED SKILLS**

12. The Consultant should demonstrate knowledge of the World Bank's procedures related to the project management including procurement management. The Consultant should have experience in implementation of the World Bank's project in Poland, have knowledge of rules of cooperation with the World Bank and have experience in cooperation with state public administration, especially responsible for implementation of the rural development programs..
13. Required Consultant's qualification are also:
  - a) at least five years of work record;
  - b) the university diploma in law and/or economic and/or management;
  - c) very good knowledge of English in writing and in speaking;

d) computer operating skills and ability to operate Microsoft Office system (especially Excel and Word software) and MS Project, used for management of the Component A Implementation Plan.

## CONSULTANT'S REPORTING REQUIREMENTS

14. The base to state an actual number of working hours will be monthly reports submitted by the Consultant to the Project Coordinator in KRUS.
15. The monthly reports will consists of timesheets, general description of work preformed during a month together with results achieved and work completed, detailed work plan for next reporting period, suggestions, options, recommendations from the Consultant's point of view important for his/hers tasks and proper implementation of the PARSP Component A.


Consultants will be selected in accordance with the procedures laid down in Chapter V of the World Bank Guidelines: Selection and Employment of Consultants by World Bank Borrowers available at the World Bank's website [www.worldbank.org](http://www.worldbank.org).

CVs must be delivered to the address indicated above till **November 2, 2011**, till 12:00 hours.

Agricultural Social Insurance Fund (KRUS)  
Attn: Ms. Barbara Andruczyk , Head of the Tender Committee  
for Component A in PARSP at KRUS

Address: Al. Niepodległości 190  
00-608 Warszawa; Poland  
Phone: (0048) 22 592 64 20  
Fax: (0048) 22 592 66 63  
e-mail: [bzp@krus.gov.pl](mailto:bzp@krus.gov.pl)

*Head of the Tender Committee  
for Component A in PARSP at KRUS*

  
**Barbara Andruczyk**