

## **Terms of Reference (TOR)**

### **Procurement Officer – Individual Consultancy Basis – Full Time**

#### **Background**

The Smallholder Agribusiness and Resilience Project (SARP) is co-funded by the International Fund for Agricultural Development (IFAD) and the Government of Sri Lanka. It aims to contribute to reduce poverty among small-scale farmers and increase food security and nutrition in dry zones by building resilience and enabling rural households to access markets in geographies affected by climate change. The project is focused in select hotspots in Vauniya, Mannar, Puttlam, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu Oya river basins.

#### **Scope of Work**

The Procurement Officer work under the guidance of the Senior Procurement Specialist and will coordinate procurement activities of SARP. He/She will coordinate the procurement function based on GoSL and IFAD guidelines and procedures. The position will be based at the project implementation unit in Colombo with traveling to project locations whenever necessary.

#### **Specific duties include:**

- In collaboration with other members of the PMU, DOA and DAD government officials at District level and implementing partners, prepare a procurement plan for works, goods and services required by the project and submit same for approval by the GoSL and IFAD along with the Annual Work Plan and Budget (AWPB).
- Identify the sources of supply, evaluate the eligibility and qualifications in order to prepare the list of suppliers/contractors and keep PC abreast on this;
- Prepare and collate Bid and contract documents for specific procurements according to GOSL and IFAD guidelines
- Establish a register of qualified suppliers and consultants and periodical updates per project advertisements and consultant request;
- Maintain the contract register and regularly update the same with monitoring data on progress of all contracts
- Prepare procurement documents and facilitate procurement for the SARP following guidelines specified in the Project Implementation Manual (PIM). These will include procurement procedures for Goods, Works and Services, community-based procurement procedures, internal control, reconciliation and dispute resolution, risk management, post-procurement, audit and monitoring, etc.
- Review the final contracts and supervise timely distribution of all relevant procurement and contract documents;

- Assist establishing a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
- Assist establishing a performance a procurement filing system, and supervise the efficiency, security and effectiveness of its use;
- Update through online IFAD Procurement System (OPEN system)
- Assist in handling Project procurement related complaints, including logging and recording, notifying the IFAD. and preparing response to the complaints, including in the preparation of qualitative justifications for settlement of disputes with consultants and suppliers;
- Contribute to the preparation of work plans, planning of budget and composing of budget applications jointly with the accountant;
- Review and coordinate the preparation of Technical Specifications and Terms of Reference concerning procurement activities, as well as review and finalize Terms of Reference prepared by lead technical experts;
- Verify the payment documents under contracts for the supply of goods and services jointly with the financial management specialist;
- Report in writing to the Senior Procurement Specialist/ Project Director/ Deputy Project Director on potential or actual violation of contractual terms by contractors and service providers for appropriate sanctions
- Maintain a records of all stationeries and order required items at re-order level
- Coordinate with PMU staff for all administration related works
- Undertake any other duties assigned by the Project Director, Deputy Project Director and Senior Procurement Specialist.

### **Qualifications/Experience Required:**

1. A successfully completed Bachelor's Degree preferably Procurement, Supply Chain Management, Business Administration, Engineering, or any other relevant field which is recognized by the University Grants Commission of Sri Lanka

**Or**

A qualification recognized by the University Grants Commission as an equivalent qualification to the Bachelor's degree in relevant field

**Or**

An associate membership / a similar professional qualification obtained from a recognized professional institution in relevant field

**Or**

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Procurement Field.

**And**

At least two (02) years post qualifying experience in the required area of specialization.

2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Procurement Field

**And**

At least seven (07) years post qualifying experience in the required area of specialization.

3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Procurement Field

**And**

At least twelve (12) years post qualifying experience in the required area of specialization.

**Other Required Qualifications**

- A Master's degree or professional procurement certification (e.g., CIPS, CPP) is an added advantage.
- Minimum 3–5 years of hands-on experience in public sector procurement. Prior experience with IFAD funded is highly preferred.
- Proven experience in international Agencies would be distinct advantage
- Strong knowledge of Sri Lankan Government Procurement Guideline
- Computer-literate and well-versed in the use of MS Word, MS Excel and the Internet
- Experience in working with OPEN System software will be a plus
- Strong inter-personal skills & strong analytical skills
- Good oral and written communication skills in English and Sinhala, preferably in Tamil

**Monthly Payment:**

Equivalent to PS 06 Category A level according to the Management Services Circular 01/2019

**Location and period of execution**

The Procurement Officer will be based in Project Management Unit at Colombo (Battaramulla) with field visits as may be required.

**Duration of services**

Duration of service is 24 person months. Initially the contract will be signed for 06 months and the extension will be based upon performance evaluation.