

Terms of References - Procurement Officer – Project Implementation Unit

- Support the Project Director, Deputy Project Director, and the Procurement Specialist (Project Management Unit) in all procurement and contract management matters;
- Strengthen the capacity of Project Implementation Unit staff in all procurement and contract management matters, ensuring that they have a sound understanding of the ADB systems and good practices;
- Ensure the procurement performance monitoring system is integrated into PIU's monitoring system
- In charge of all project-related procurements, including quotations, analysis, and approvals for purchases/imports etc.
- Execution of the procurement of Goods, Civil Works, ADB guidelines, and Ministry of Finance regulations on Procurement.
- Preparing necessary documentation for procurement e.g. bid documents to invite bids under National Competitive Bidding and National Shopping Procedures, Limited Competitive Bidding, and Direct Procurement.
- Ensuring that all procurements are according to ADB Guidelines.
- Supporting the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the ADB guidelines.
- Support the Procurement Committee with regard to the award of contracts and other issues related to procurement and ensure minutes of meetings and documentation are available
- Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.
- Preparation of contractual agreements.
- Maintain contact with suppliers and ensure goods / orders are delivered on time to the correct locations as per instructions issued
- Provide necessary support in developing procurement strategies for packaging.
- Ensure any areas of non-compliance in procurement and contract management are detected through verification of claims and reported to Deputy Project Director (PIU) and provide recommendation for remedial action.
- Prepare regular Monitoring reports.
- Ensure obtaining of PCSS number from the ADB.
- Any other tasks related to procurement designated by the Project Director/Deputy Project Director which may arise out of the course of business.