

Terms of Reference Procurement Specialist

Scope of the work and number of staff supervised

The Smallholder Agribusiness Partnerships Programme (SAPP) is funded by the International Fund for Agricultural Development (IFAD), a specialized United Nations Agency whose mission is to enable poor rural people to overcome poverty. The Goal of the Programme is to contribute to Sri Lanka's smallholder poverty reduction and competitiveness.

Procurement specialist is responsible for managing the project's supply of products, materials and/or services (including consultancies). In order to strategize with team members to cut or effective utilization of procurement expenses, he/she should capitalize his/her all skills and competencies for the benefit of the project in consultation with the Program Director.

Duties and Responsibilities

Master IFAD key documents such as FA, PDR, LFA and PIM etc., in connection with business development and implementation and on other operational activities and familiarize fully with IFAD and GOSL guidelines, regulations and on the agreements entered with respective organizations.

Under the direct supervision of the Project Director, Procurement Specialist will be responsible the following duties:

- (i) Prepare procurement plans for goods, works and services (including consultancies) in line with the AWPB (Annual Work Plan and Budget).
- (ii) Monitor procurement plan and the status of the execution of the procurement plan should be brought to the management.
- (iii) Master IFAD key documents such as the procurement guidelines and handbook, IFAD guidelines for project audits, the Financing Agreement and the Letter to the Borrower.
- (iv) Develop a procurement guideline and manual for the ease of monitoring
- (v) Appointment of PPC (Project Procurement Committee) and CPCP (Consultants Procurement Committee) before implementing the procurement plan.
- (vi) Appoint TECs (Technical Evaluation Committee) whenever it is necessary.
- (vii) Performing as the liaison officer for Project Procurement Committee (PPC) and Consultants Procurement Committee – Projects (CPCP)

- (viii) Decide the method of procurement depending on the requirement of goods, works and services including consultancies
- (ix) Develop and maintain an efficient procurement system and reliable internal control procedures and guidelines for procurement and record keeping
- (x) Receive orders and document arrivals
- (xi) Manage supply base
- (xii) Analyze market and delivery systems
- (xiii) Source and interview vendors; negotiate contracts and costs
- (xiv) Analyze supply base before initiating for procurement functions
- (xv) Prepare requisitions and purchase orders
- (xvi) Monitor order expenses
- (xvii) Communicate performances and costs to management
- (xviii) Recommend new processes or systems for improvement; implement new ideas and strategies
- (xix) Organize and schedule procurements in a timely manner
- (xx) Maintain a proper recording system for all procurement related activities.
- (xxi) Communicate with Program Director, vendors, clients, customers, officials, and managers to align goals
- (xxii) In order to ensure the transparency, cost effectiveness, and reliability of transactions which are performed through promoter companies on behalf of farmers/ farmer organizations, he/she is responsible for giving guidance on procurement related matters where necessary.
- (xxiii) Working with NOTUS (No Objection Tracking Utility System) introduced by IFAD for both procurement and non-procurement related matters.
- (xxiv) Undertake any other procurement related activities assigned by the Programme Director.

Qualifications/Experience Required:

1. A Bachelor's Degree holder preferably in the field of Economics, Commerce, Business Administration, Management, Accounting or any other any other relevant field
OR
Associate membership / similar professional qualifications in a recognized Professional Body and
At least 12 years of post-qualifying practical experience at managerial level

2. Corporate/Chartered Membership in a recognized Professional Body with 9 years post qualifying experience at managerial level

OR

An Officer of the Government All Island Services Class I with at least 10 years' experience in class I post with required experience specified above.

Experience with a professional qualification successfully completed by a recognized professional body in the relevant field would be a special advantage.

All the Qualifications should be in the relevant field of the post.

Note: Working experience in a similar or higher capacity in a donor funded project would be considered a significant advantage.

A. Process of Selection

- Calling applications by different advertisements such as newspaper, TV, radio, social networks and keeping the vacancy open for minimum 14 days.
- Long listing the applications and share with IFAD the list of all applicants and related CVs
- Short listing the applicants in consultation with IFAD
- Conducting interviews for the short listed applicants. Panel to be agreed with IFAD and questions to be reviewed by IFAD
- **Method of Selection:** Relevant Experience: 50%, Qualifications: 30%, Interview Performance: 20%
- Obtaining NOC from IFAD for the selected candidate
- Appointment of the selected candidate based on the IFAD NOC and approval of the LPA.

The Deputy Manager (Value Chain Implementation) will be based in Colombo with extensive travelling to project Areas Island wide.

B. Duration of services:

The incumbent will be appointed for the program period i.e. 30 June 2023, subject to annual renewal based on the performances reviewed and assessed in consultation with IFAD

C. Probation: 6 months of probation period and performance to be reviewed and assessed in consultation with IFAD

F. Salary Scale: Based on the Management Services Circular 01/2019

- Rs. 160,000 (Initial Salary scale) + CoLA

- Rs. 175,000 + CoLA (with two increments, salary scale at the 3rd Year and till end of the programme period)