

## **Terms of Reference for Position of Director Procurement**

### **Overall Job Objective:**

An experienced and dynamic Director Procurement is required to contribute in the implementation of the AAP effectively, by providing support for strengthening the procurement regulatory regime as related to stunting and to undertake procurement of goods, works and services for the Project;

### **Objectives of the Assignment:**

The **Director Procurement shall** be the focal person for all procurements in the AAP. She/he will work under the direct supervision of the Programme Coordinator Nutrition for AAP and will be responsible for providing assistance and technical guidance; and for executing the procurement activities ensuring compliance with Sindh Public Procurement Rules. She/he will support improvements in the implementation performance of project; and assist in the establishment, harmonization and improvement of procurement policies and procedures, consistent with effective project management. This requires close coordination and communication with all stakeholders, external consultants and field staff where appropriate. She/he will be responsible for the development of all the related procurement documentation and there implementation thereof which will serve as the basis for all managerial decisions.

### **Scope of Work:**

The scope of work as specified below is intended to describe the general nature and level of work to be performed by the Manager Procurement:

1. Develop, monitor and implement need based Procurement Plan and timely completion of all procurement activities.
2. Contribute to the development of the Annual Work Plan, ensuring alignment with project's strategies, agreement on annual targets in the work plan with budgeting;
3. Assist technical teams with development of generic and policy compliant ToRs and specifications; as relevant;
4. Carry the overall responsibility for all the Procurement functions at project level;
5. Ensure compliance with legal requirements of project in procurement actions and submissions for engaging consultants, procuring goods and work requirements;
6. Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;
7. Manage the complete procurement cycle, including advertising process for procurement, procurement correspondence, bids receipt, bids opening, contract

negotiations, contract signings etc. in strict accordance with Sindh Public Procurements Rules;

8. Receive and review Purchase Request (PR) in accordance with the plan and budget and facilitate;
9. Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the project;
10. Address all matters associated e.g. taxation, duties clearance; with support of financial management team
11. Design/ update and facilitate the management of the overall procurement and inventory management record and filing system;
12. Lead assignments involving moderate to high levels of risk with many variables, including those outside of own field of expertise in-line with the Project Design;
13. Comply with the monitoring system for procurement and ensure the completion of the procurement process according to the procurement plan besides the Contract Management adhering to the Contract Agreements/Supply Orders;
14. Assist various audits/ex-post review outfits in performance of their tasks by ensuring that procurement document is efficiently filed and provide complete track of procurement cycle;
15. Ensure adherence of the ongoing contract agreements/supply orders with all the defined conditionalities and processing of the payments after taking compliance report on deliverables from technical experts;
16. Provide assistance to the Programme coordinator in following areas related to his/her assignment: -
  - a. Looking after the level of transparency in procurement process;
  - b. Dispute Resolution;
  - c. Reviewing the whole supply chain and identification of any gaps and their plugging measures;
  - d. Assessing and identifying the risks like institutional, political, organizational, procedural, etc. that may negatively affect the ability of the agency to carry out the procurement process;
  - e. Managing the process of procurement complaint resolution;
17. Respond adequately and timely to audit queries;
18. Oversee the preparation and revision of contracts that involve the purchase of goods and services, with support of relevant technical teams

19. Oversee administration of contracts.
20. Negotiate terms and conditions with support of relevant technical teams
21. Prepare contract briefs and revision summarizing contractual requirements and budgets;
22. Prepare contract amendments notices, monitor contract performance, including the reporting and status of contracts;
23. Perform closing activities as needed;
24. Analyze and mitigate risk;
25. Any other relevant task assigned by the Competent Authority.

**Qualification :**

At least a master's degree from Higher Education Commission recognised university in Management Sciences/Business Administration /Economics /Finance /Supply Management or commerce or in related Field from Reputable Local or Foreign institution. A certificate /Diploma /degree in the field of procurement management from reputable local or foreign institution shall an advantage.

**Experience:**

- Should have at least 08 years or more experience in the procurement processes with public and private projects involving procurement of goods and/or works & services.
- Excellent knowledge of relevant rules and legislations Sindh public Procurement Regulatory Authority including international procurement best practices .Must have certification of Sindh public Procurement Regulatory Authority.

**Skills**

- Good command of MS office
- Must have good communication and negotiation skills
- Strong analytical and personal skills.

**Contract Period**

The duration of service of Director Procurement shall be for One (01) year and contract may be extended further on need-cum performance basis.