

Terms and References of Procurement Specialist (Subject to change)

- Support and assist the Project Director/Deputy project Director in all procurement and contract management matters
- Facilitate development of Procurement plan with timelines for all procurement under the project (Central and Provincial) levels.
- Assess the capability of relevant PMU and PIU staff in procurement and contract management and ensure their capacity development for following ADB systems and good practices
- Preparation of bid documents for goods, civil works and services, and implementation of the procurement process according to the ADB guidelines
- Support in finalization of procurement plan and initiate all procurement activities including advance procurement.
- Guide and advise PMU and PIU staff and ensure all activities related to bid invitation, evaluation, contract awarding, contract implementation, works supervision and reporting, is undertaken on a timely basis.
- Coordinate with project Finance Manager for computation of payments, communications with contractors, assessing suggested contract variations and timely payment to suppliers.
- Development of procurement performance monitoring system and ensure adherence by the PMU and PIUs.
- Ensure procurement procedures followed are in compliance with legislation, policies, guidelines, systems and procedures of ADB, and the relevant updates
- Monitor and report compliance with required procurement and contract management systems including any improvements to them
- Assist the Ministry, PMU and PIUs Procurement Officers in ensuring compliance with applicable documentation requirements i.e. ADB No Objection Letter Policy
- Provide technical advice on procurement strategies for packaging works for subprojects and consultant services to PMU and PIUs;
- Ensure any non-compliance in procurement and contract management is detected through verification of claims and reported to the PMU management, and others. Required action is taken based on agreements and suggestions for improvements
- Ensure monitoring reports are regularly prepared on Tender Evaluation Committee processes and circulated
- Carry out any other procurement and contract management related activities in the program assigned by Project Director/Deputy Project Director