

Social Development Foundation (SDF)

Terms of Reference for Procurement Manager

The Procurement Manager will be responsible for accomplishing procurement of goods, works, non-consulting and consulting services of 'Nuton Jibon Livelihood Improvement project (NJLIP)' and will be reportable to the 'Director-Finance & Procurement' of SDF. The position is based in SDF HQ, Dhaka but will also require undertaking field visits for providing handholding orientation/training to the Regional, District and Cluster Teams of SDF relating to procurement.

1. Key Responsibilities:

- a. prepare quarterly/semi-annual/annual procurement plan/strategy for procurement of goods, works and services of 'Nuton Jibon Livelihood Improvement project (NJLIP)' following World Bank Procurement Guidelines/Public Procurement Rules-2008 of the Govt. of Bangladesh;
- b. update the procurement plan in the World Bank 'Systematic Tracking of Exchanges in Procurement (STEP)'
- c. prepare specific procurement documents, i.e. Specification, Invitation for Tender, Tender Document, Request for Quotation (RFQ), Terms of Reference (ToR), Request for Expression of Interest (REOI), Request for Proposals (RFP) and other relevant documents as required;
- d. prepare all document relating to tender evaluation, short listing, technical evaluation, financial and combined evaluation and timely upload the required report in the STEP.
- e. collaborate with other officials of SDF and will hold regular consultations as needed with respective officials in order to ensure proper implementation of procurement plans as required by the project.
- f. support the 'Director-Finance & Procurement' to update the procurement status and prepare procurement status for submission to the WB and concerned ministry of the GoB;
- g. provide day-to-day active support to the 'Director-Finance & Procurement' related to procurement and contract management;
- h. assist in the preparation of monthly and quarterly progress reports, including comparison between planned and actual progress of procurement in physical and financial terms and identification of gaps and recommendations for remedial actions.
- i. monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable (items: Project Schedule, Project Budget, Technical Procedure, Contract Management);
- j. participate as a member of various committee like TOC, TEC, short listing for RFP, negotiation
- k. assist 'Director- Finance & Procurement in carrying out all procurement (Goods, Services & Works) as per plan following the prevailing Public Procurement Rules-2008 of GoB, World Bank's Procurement guidelines and SDF procurement manual;
- l. ensure that all new/revised guidelines are distributed to all concerned in time;
- m. preserve and maintain all records and documents of completed and ongoing procurement activities to ensure the support for future monitoring/ Audit by the stake holders ;

- n. support in preparation of documents for CPTU as required;
- o. Support in implementing the EGP as required by the CPTU and PPR-2008;
- p. prepare report on procurement in coordination with field offices;
- q. any other responsibilities assigned by the management.

2. Key Deliverables in terms of expected outputs/outcomes are:

- a. preparation of specifications, IFT, EOI and RFP for all procurement under different packages for goods, works and services as required by the project;
- b. all goods, works and non-consulting & consulting services needed for the project under different packages be procured in a timely manner;
- c. arrangement of quarterly procurement meeting in consultation with the management;
- d. prepare the document for CPTU and streamlining the EGP system;
- e. any other tasks assigned by the management relating to procurement are to be accomplished properly.

3. Minimum qualification, experience and competencies required:

- a. The candidate should have a degree in BSC Engineering (civil) or Master degree in any discipline from any reputed university.
- b. Must have good knowledge on CPTU process and EGP systems;
- c. at least 7 years working experience in procurement field in development/poverty alleviation projects in Government/Autonomous bodies/poverty alleviation program/donor financed projects;
- d. well experienced in various procurement methods, processes, thresholds and documentation;
- e. Candidate must have knowledge on World Bank 'Systematic Tracking of Exchanges in Procurement (STEP)'
- f. skilled in report writing, minutes keeping;
- g. must have proficiency in Bengali and English in terms of writing and speaking;
- h. have sound and hands on knowledge on various procurement rules and guidelines specially PPR-2008, PPA-2006, World Bank Procurement guidelines etc.;
- i. excellent interpersonal and team working skills and a high degree of computer literacy skills are preferred;
- j. High degree of integrity and proven ability to handle difficult and complex situations;
- k. Problem solving and positive attitude to carry out the assignment;
- l. Candidate should be self motivated, proactive and result oriented;
- m. Age should be within 48 years on the last date of submission of application for this position as advertised in the national dailies;
- n. Persons having experience in working with World Bank financed project will get preference