

Social Development Foundation (SDF)

Terms of Reference for Procurement Manager

The Procurement Manager, reportable to the Director, Finance and Procurement is responsible for accomplishing procurement of goods, works, non-consulting and consulting services of SDF. The Procurement Manager will also undertake field visits as instructed by the management for providing handholding orientation/training to the Regional, District and Cluster Teams of SDF relating to procurement. Preference will be given to persons who possess working knowledge and experiences of the Public Procurement Rules (PPR) of the Govt. of Bangladesh and World Bank Procurement Guidelines.

1. The Key Responsibility Areas are:

- a. prepare quarterly/semi-annual/annual procurement plan/strategy for procurement of goods, works and services for SDF following World Bank Procurement Guidelines/Public Procurement Rules of the Govt. of Bangladesh and formats;
- b. prepare specific procurement documents, i.e. Invitation for Tender, Request for Expression of Interest, CPTU Documents, Tender Documents, Terms of Reference and Request for Proposals and other relevant documents as required;
- c. collaborate with other officials of SDF and have regular consultations with them in order to ensure coherent documentation and implementation of procurement plan as required by the Update the procurement status and prepare procurement status for submission to the WB and concerned ministry;
- d. provide day-to-day active support to the Director (Finance and Procurement) related to procurement and contract management;
- e. assist the SDF management 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 delays and recommendations for remedial actions.
- f. 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);
- g. participate as a member of various committee like ToC, TEC, short listing for RFP, negotiation
- h. update Procurement Plan and Monitoring the implementation status in order to expedite project implementation;
- i. assist Director (Finance and Procurement) in carrying out all procurement (Goods, Services & Works) as per plan following the prevailing Public Procurement Rules of GoB, World Bank's Procurement guidelines and SDF procurement manual;
- j. ensure that all new/revised guidelines are distributed to all concerned in time;
- k. 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 ;

- i. prepare report on procurement in coordination with field offices;
- m. any other responsibilities assigned by the management.

3. The 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 to be needed for the project under different packages be procured in a timely manner
- c. arrangement of quarterly procurement meeting in consultation with management;
- d. Any other tasks assigned by the management relating to procurement are accomplished properly.

4. Minimum qualification, experience and competencies required:

- a. The candidate should have a Master degree in Accounting/Procurement/Business Administration/ Economics/Management/Public Administration from any reputed university. Candidates having BSc degree in civil engineering are also encouraged to apply;
- b. Good knowledge on CPTU process and E Procurement;
- c. at least 10 years working experience in procurement field, of which at least 5 years 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. Skilled in report writing, minutes keeping;
- f. Must have proficiency in Bengali and English in terms of writing and speaking;
- g. Have sound and hands on knowledge on various procurement rules and guidelines specially PPR-2008, PPA-2006, World bank Procurement guidelines etc.;
- h. excellent interpersonal and team working skills and a high degree of computer literacy skills are preferred;
- i. High degree of integrity and proven ability to handle difficult and complex situations;
- j. Problem solving and positive attitude to carry out the assignment
- k. Must not exceed the 45 years of age on the last date of submission of application for this position as advertised in the national dailies.