Terms of References - Procurement Officer

- Support the Deputy Project Director and the Procurement Specialist (PMU) in all procurement and contract management matters;
- Strengthen capacity of PIUs staff in all procurement and contract management matters, ensuring that they have a sound understanding of the ADB systems and good practices;
- Ensure the procurement performance monitoring system is integrated into PIU's monitoring system
- In charge for all project related procurements, including quotations, analysis and approvals for purchases / imports etc.
- Execution of the procurement of Medical Equipment, Health Products, Goods, Services including Consultancy Services, Civil Works, Non-Health products and Non-Health Equipment complying with the NPA procurement guidelines, ADB guidelines and Ministry of Finance regulations on Procurement.
- Preparing necessary documentation for procurement e.g. bid documents to invite bids under International Competitive Bidding, National Competitive Bidding and National Shopping Procedures
- Ensuring that all procurements are according to ADB guidelines
- Supporting the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the NPA guidelines.
- Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and ensure minutes of meetings and documentation are available
- Monitor the procurement activities of the PPC and Ministry Procurement Committee for compliance
- Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.
- Preparation of contractual agreements.
- Maintain contact with supplies and ensure goods / orders are delivered on time to the correct locations as per instructions issued
- Provide necessary support in developing procurement strategies for packaging works for subprojects and consultant's services to PMU.

- Ensure any areas of non-compliance in procurement and contract management are detected through verification of claims and reported to Deputy Project Director (PIU) and provide recommendation for remedial action.
- Prepare regular Monitoring reports for Tender Evaluation Committees.
- Any other tasks related to procurement designated by the Project Director/Deputy Project Director which may arise out of the course of business.