

Procurement officer

Terms of Reference

The Government of Grenada (GOG) has received funding from the International Fund for Agricultural Development (IFAD) and the Caribbean Development Bank (CDB) to embark on a six (6) year (2018-2024) programme; the “**Climate Smart Agriculture and Rural Enterprise Programme (SAEP)**” and intends to apply a portion of the proceeds to eligible payments for which this Terms of Reference are issued.

The primary goal of the programme is to contribute to the reduction of poverty and vulnerability of men and women in rural communities in the tri-island state of Grenada.

The Programme will be implemented through a Programme Management Unit (PMU) established at the Ministry of Finance (MoF) and will be responsible for the core services of accounting and financial management, Monitoring & Evaluation (M&E) and technical coordination. In this sense, these terms of reference are presented in order to hire a Procurement Officer to facilitate the procurement and contracting activities of the Program.

Objective

The objective of the appointment is to effectively manage the procurement processes required for the implementation of the Programme in accordance with **the SAEP** established procurement procedures, laws and regulations.

Reporting

The Procurement Officer will report to the Programme Manager (PM)

Qualifications and experience

The Procurement Officer should have:

- A Bachelor's Degree in Management Studies, Finance, Engineering or Procurement Management or other related field from a recognized university
- Computer competence in software packages: Microsoft Word, Excel PowerPoint and Programme Management.
- More than 5 years in Procurement Management within project funded by international organizations.
- Familiarity with Donors, and in particular IFAD procedures,
- Knowledge of Grenada Procurement Act, IFAD and other lending agencies procurement policies.
- Demonstrated the ability to motivate and promote collaboration among diverse team and team members.
- Demonstrated analytical and problem solving and negotiating skills with the ability to balance programme objectives and procurement requirements.
- Excellent written, oral and interpersonal skills and ability to communicate effectively with the financiers.

Position Responsibilities

The Procurement Officer will:

- Plan, supervise and coordinate procurement activities of the SAEP for goods and services.
- Prepare and submit in a timely manner the annual procurement plans of the SAEP in accordance with its Annual Operating Plans.
- Examine relevant documents and liaise with suppliers to verify and develop specifications of purchase requests to determine the need for purchases.
- Consult price lists and catalogs and communicate with possible suppliers to obtain information on prices and services available, quality and availability of products and compare data to determine the best suppliers.
- Advise the Programme Manager Coordinator of inherent contractual rights and obligations and evaluates contract performance for compliance.
- Prepare and evaluate bidding documents and associated contracts, in accordance with the SAEP established procurement procedures, laws and regulations.
- Draw up tender lists based on Programme's requirements and study bids, comparing prices and specifications.
- Arrange for the Selection Committee to review tenders and prepare relevant paper work.
- Complete and forward Purchase Orders or Contracts to Suppliers or Consultants; negotiate and follow-up as required with respect to delivery of goods and services.
- Maintain records and support documents that are necessary to account for all purchases and distribution of goods and services related to the implementation of the Programme.
- Arbitrate claims or complaints occurring during performance of Contracts.
- Manage the programme procurement through implementing all policies and procedures related to procurement activities & ensuring that IFAD, CDB and Government of Grenada Procurement guidelines are followed in all transactions.
- Undertake the programme procurement activities, such as reviewing technical specification for goods and works ; researching market for procurement bid lists ; reviewing Terms of Reference for consultant services ;preparation of bidding documents ; writing evaluation reports ; training of bid evaluation committees.
- Lead the development of the programme Procurement Plan and generate regular updates for the guidance of the programme team
- Develop tools for capturing procurement data and identify progress towards the achievement of the procurement schedules.
- Update the monthly procurement plan.
- Participate in programme technical committees or component team meetings in order to ensure timely implementation progress and a focus on procurement related activities :
- Work closely with the Programme Accountant to assist in the preparation of reports
- Undertake any other duties and responsibilities that may, from time to time, be reasonably requested by the Programme Manager of the SAEP.

Duration of Contract: Three (3) years (performance review on a yearly basis)

Duty Station: MAREP/SAEP Office
GIDC Building
Lower Main Street, Sauteurs
St. Patrick
Grenada