

Integrated Rurban Development and Climate Resilience Project (IRDCRP)

Terms of Reference (TOR) - Senior Procurement Officer (PS 5)

Introduction to the Project

The Integrated Rurban Development and Climate Resilience Project (IRDCRP) is a project to be implemented under the Ministry of Agriculture, Livestock, Lands & Irrigation jointly funded by the Government of Sri Lanka (GOSL) and the World Bank (WB). Total project cost is US\$ 103 Million, and it is designed to support small- and medium-scale holdings in the subsectors of agriculture, livestock, fisheries, and plantation for addressing identified lapses along the value chain from farm to folk. The main objective of this 5-year project is to improve productivity, competitiveness, and climate resilience of agri-food production in the project areas.

The project objective is to improve climate resilience of farmer families and productivity of irrigated agriculture in selected climatically vulnerable Hot-Spot Areas in Sri Lanka. This will be achieved through increased adaptation of climate-resilient agricultural practices and technologies, and increased access to markets in targeted smallholder farming communities. Project beneficiaries will include smallholder farmers, producer organizations, and agribusiness entrepreneurs who will benefit from improved and modernized irrigation, drainage and flood protection systems; adoption and dissemination of advanced CSA technologies on high efficiency irrigated agriculture techniques and practices; agriculture diversification; and improved market access.

Scope of work of the Senior Procurement Officer

Provide assistance and support to the Senior Procurement and Contract Management Specialist of PMU to undertake procurement related activities specifically preparation of procurement documents of IRDCRP timely to deliver Procurement plan of IRDCRP effectively and efficiently utilizing Project funds as of the targets. The Senior Procurement Officer is directly reporting to the Senior Procurement and Contract Management Specialist of IRDCRP PMU.

Roles and responsibilities

- i. Study and familiar with IRDCRP key documents and procurement guidelines/circulars issued by the WB and GOSL relevant to IRDCRP and make updates on such documents
- ii. Initiate and support Senior Procurement and Contract Management Specialist with regard to procurement activities of goods, services, works and consultancy by Preparation of paper advertisements, bidding documents, arranging pre bid meetings, bid openings and evaluations, prepare documents for TEC and procurement committee recommendations.
- iii. Maintain procurement related tracking system for monitoring of the progress.
- iv. Coordinate and cooperate with representatives for the TEC for respective procurement activities in consultation with Senior Procurement and Contract Management Specialist.

- v. Attend 4P procurement activities undertaken by 4P promoters and supervise and guide them as per the procurement guidelines issued and in consultation with Senior Procurement and Contract Management Specialist and related IRDCRP staff.
- vi. Report the progress of the procurement activities undertaken to PD with a copy to Senior Procurement and Contract Management Specialist.
- vii. Any other duties assigned by the Project Director.

PS 5 – Basic Qualifications and Experience Required - (1) or (2) or 3 below.

1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission (UGC) **or** A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field **or** an Associate membership/A similar professional qualification obtained from a recognized professional institution in the relevant field **or** Having obtained a certificate of proficiency not below than the **NVQ Level – 7**, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field **and** At least **05** years of experience in the required area of specialization.
2. Having obtained a certificate of proficiency not below than the **NVQ Level – 6**, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to technical field **and** at least **10** years of experience in the required area of specialization.
3. Having obtained a certificate of proficiency not below than the **NVQ Level – 5**, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to technical field **and** at least **15** years of experience in the required area of specialization.

Skills / Competencies

- i. Good knowledge of the institutional, technical, and commercial aspects of procurement specifically documentation related to goods, services, works and consultancy,
- ii. Working experience in procurement related activities
- iii. Excellency in writing procurement related reports and documents in English is must;
- iv. Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint;
- v. Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision;
- vi. A commitment to achieve the targets and objectives of the organization;
- vii. Knowledge of experience with other international development organizations' procurement procedures would be an added advantage;
- viii. Experience working on finance management of projects with the World Bank or similar projects is preferable.
- ix. Financial management, administrative skills Managerial, leadership and staff motivation.
- x. Data analysis and report writing.
- xi. Excellent communication and organization skills.
- xii. Ability to work under pressure and work extra hours when required.

Travels to Project Areas

Require to travel project implementation areas when required

Working Location

PMU at Colombo/Battaramulla