

Integrated Rurban Development and Climate Resilience Project (IRDCRP)

Project Officer-Procurement (DAD) – Category F

Terms of Reference (TOR)

01. Introduction to the Project

The Integrated Rurban Development and Climate Resilience Project (IRDCRP) is implemented under the Ministry of Agriculture, Livestock, Lands & Irrigation and jointly funded by the Government of Sri Lanka (GOSL) and the World Bank (WB). The IRDCRP is a five-year development project (2025–2030) with a total investment of US\$ 103 million. The project has been designed to uplift small- and medium-scale holdings in agriculture, livestock, fisheries, and plantation for addressing critical gaps along the value chain from farm to folk. Its primary objective is to enhance productivity, competitiveness, and climate resilience in agri-food production within project areas, thereby empowering rural communities, strengthening food security, and ensuring sustainable growth for the nation.

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.

02. Job Summary

The Project Officer-Procurement will be responsible for identifying all procurement needs of the project at the Department Agrarian Development (DAD) in consultation DAD staff, DPD attached to DAD and with Senior Procurement Specialist at PMU. He/she will support the project in all procurement related matters and will have overall responsibility of the procurement performance of the IRDCRP project and also assist the procurement unit of the implementation unit s/he attached to in strengthening the procurement management system for the effective implementation of the project.

03. Duties and Responsibilities

- Ensuring that all procurements at the DAD office are conducted in accordance with the World Bank procurement guidelines and procedures agreed between the World Bank and the Government of Sri Lanka.
- Assist in ensuring timely issuance of notice to contractors.
- Participate in contract negotiations on behalf of the IRDCRP project and DAD in consultation with Procurement and Contract Management Specialist at PMU.
- Act as a focal point for the Procurement team at DAD and ensure effective communication and actions on procurement issues with PMU and DAD.
- Coordinate with and report to the attached to DPD and other relevant staff at the DAD on procurement related issues.
- Confirm procurement processes and time cycles are adequately factored into the planning process.
- Ensure that all procurements are done in accordance with procurement manuals and good procurement practices in the industry.
- Ensure that time extensions are issued before the contractual completion dates.
- Maintain separate files for each contract from the start of issuance of the contract to the final payment
- Maintain all quality control reports for each contract including OK cards.
- Maintain physical and financial progress of each contract issued under the project in the province.
- Prepare an inventory of contractors at the provincial level
- Follow up with concerned government departments and the World Bank to have the evaluation reports approved in a timely manner.
- Follow up with concerned government departments and the World Bank to obtain the approval of the procurement plan/ documents in a timely manner.
- He/she will report to the Deputy Project Director/DAD and CG/DAD
- Any other task as assigned by the Deputy Project Director/DAD and PD/IRDCRP.

04. Skills

- Familiar with the procurement procedure of the World Bank and GoSL.
- Experience working with the World Bank or similar projects preferable.
- Understanding of contracts management and contract follow up.
- Excellent verbal and written communication skills, excellent in writing in English is must;

- Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint;
- Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision;
- A commitment to achieve the targets and objectives of the organization;
- Knowledge of experience with other international development organizations' procurement procedures would be an added advantage;
- Familiarity with the procurement rules and procedures of Sri Lankan government.
- Ability to work under pressure and work extra hours when required.
- Able to operate MS office computer programs (Windows, Word, Excel and Email).

05. Category F - Basic Qualifications and Experience Required

(1) or (2) or (3) below.

01. A Bachelor's Degree/ A qualification recognized by the University Grants Commission as an equivalent qualification to a degree in the relevant field.

or

A certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission, relevant to the technical field of the post.

and

At least 02 years of experience in the required area of specialization.

02. A certificate of proficiency not below than the National Vocational Qualification Level 6 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission, relevant to the technical field of the post.

and

At least 05 years of experience in the required area of specialization.

03. A certificate of proficiency not below than the National Vocational Qualification Level 5 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission, relevant to the technical field of the post.

and

At least 08 years of experience in the required area of specialization.

06. Travels to Project Implementation Areas

Require to travel project implementation areas when required

07. Working Station/Location:

Head office of Department of Agrarian Development (DAD), Colombo.