Terms of Reference (TOR)

Administrative and Procurement Officer

Background

The Smallholder Agribusiness and Resilience Project (SARP) is a International Fund for Agricultural Development (IFAD) funded project and aims to address the impact of climate change on about 40,000 smallholder families, building their resilience and promoting agriculture commercialization in the selected hotspot areas in Vauniya, Mannar, Puttlam, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu oya river basins. This six year period project is mainly financed by the International Fund for Agricultural Development (IFAD) and Government of Sri Lanka, Private Sector, Beneficiaries, United Nations Development Programme (UNDP), World Food Programme (WFP) and United Nation Office for Project Services (UNOPS) are the contributors for co-finance.

Scope of work

The Procurement cum Administrative Officer (APO) work under the guidance of the Senior Procurement Specialist and will coordinate procurement activities of SARP. The APO will coordinate the procurement function based on GoSL and IFAD guidelines and procedures. The position will be based at the project implementation unit in Colombo with frequent travel to the six districts.

Specific duties include:

- In collaboration with other members of the PMU, DOA and DAD government officials at District level and implementing partners, prepare a procurement plan for works, goods and services required by the project and submit same for approval by the GoSL NPSC and IFAD along with the AWPB.
- Identify the sources of supply, evaluate the eligibility and qualifications in order to prepare the list of suppliers/contractors and keep PC abreast on this;
- Prepare and collate tender and contract documents for specific procurements according to GOSL and IFAD guidelines
- Establish a register of qualified suppliers and consultants and periodical updates per project advertisements and consultant request;
- Maintain the contract register and regularly update the same with monitoring data on progress of all contracts
- Prepare procurement documents and facilitate procurement for the SARP following guidelines specified in the Project Implementation Manual (PIM). These will include procurement procedures for Goods, Works and Services, community-based procurement procedures, internal control, reconciliation and dispute resolution, risk management, post-procurement, audit and monitoring, etc.
- Review the final contracts and supervise timely distribution of all relevant procurement and contract documents;
- Assist establishing a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
- Assist establishing a performance a procurement filing system, and supervise the efficiency, security and effectiveness of its use;
- Update contract management in "BUSY" and "NOTUS"

- Assist in handling Project procurement related complaints, including logging and recording, notifying the IFAD, and preparing response to the complaints, including in the preparation of qualitative justifications for settlement of disputes with consultants and suppliers;
- Contribute to the preparation of work plans, planning of budget and composing of budget applications jointly with the accountant;
- Review and coordinate the preparation of Technical Specifications and Terms of Reference concerning procurement activities, as well as review and finalize Terms of Reference prepared by lead technical experts;
- Verify the payment documents under contracts for the supply of goods and services jointly with the financial management specialist;
- Report in writing to the Project Director on potential or actual violation of contractual terms by contractors and service providers for appropriate sanctions
- Maintain a records of all stationeries and order required items at re-order level
- Coordinate with PMU staff for all administration related works
- Undertake any other duties assigned by the Project Director and Senior Procurement Specialist.