

Terms of Reference of Contracts and Procurements Manager

Post: Contracts and Procurements Manager

Station: PMO, Butwal with frequent visits to program districts and areas

Mode of contract:

The annual contract will be extendable up to the program period based on satisfactory performance in the preceding contract.

Roles and Purpose of the Assignment

The Contracts and Procurements Manager will be a full-time position. S/he will operate from PM under the supervision of the PM, in close liaison with the AO and other PMO officers. S/he will be responsible for overseeing the procurement and contracting of all major items and services required by the Programme. His/her specific tasks include:

- ❖ Review of the rules and procedures laid down in the PIM, and the notification to the PM for any advisable changes in these procedures for the eventual approval of GoN and IFAD;
- ❖ Drafting and obtaining approval from the PM for invitations to tender for procurement or services contracts as laid down in the PIM and the dissemination of such invitations to all concerned parties in accordance with standard procurement procedures;
- ❖ The definition of draft selection criteria for all submissions against invitations to tender, in accordance with standard parameters as laid down in the PIM and in GoN regulations and the approval of such criteria by the appropriate authorities;
- ❖ The receipt and preliminary evaluation of bids submitted by responding candidate firms and/or individuals against the selection criteria previously approved and in accordance with publicly notified dates for opening and evaluating proposals;
- ❖ Formation of an independent external evaluation panel for all services and procurement contracts exceeding a value equivalent to USD 30,000 (or as otherwise agreed) and for all levels of competitive grant (those provided to participating seed and livestock enterprises in accordance with KUBK-ISFP design criteria);
- ❖ Participation on the independent external evaluation panel as a non-voting secretary, supplying copies of all bids (including those disqualified or otherwise rejected) to the committee, as requested and keeping minutes of all issues raised and decisions of the panel;
- ❖ Formation of an internal evaluation panel for the consideration of all bids for goods, services and partial grants (those provided to participating production or financial groups or cooperatives) not covered by the independent external evaluation panel, and the keeping of minutes of all issues raised and decisions of the panel;

- ❖ Ensuring that all decisions on procurement of goods and services or the awarding of competitive or partial grants are fully document and made available, as requested, through annual reports or such other format as may be deemed appropriate.

Benefits and Remuneration:

Salary:

The salary of the **Contracts and Procurements Manager**, per person per month, will be NPR 106,600.00 (Rs one hundred six thousand and six hundred only). Tax on the salary will be as per the government Income Tax Rule.

Allowances:

The **Contracts and Procurements Manager** will get travel, daily allowances and hotel expenses during their field visits as per the GoN rule, as applied.

Leave:

The **Contracts and Procurements Manager** will be provided 18 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. He/she will also be provided 12 days of sick leave per year, but will not be carried on for the next year if not spent. In addition the technical experts will also be provided with Mourning Leave-15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.

Supervision of the experts and Administrative Control:

The **Contracts and Procurements Manager** will be administratively accountable and under the direct supervision of Program Manager. The expert will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Program Manager or designated personnel of the PMO.