

## **Terms and Reference – Project Procurement Officer**

- Support the Deputy Project Director and the Procurement Specialist (PMU) in all procurement and contract management matters.
- Strengthen capacity of PIUs staff in all procurement and contract management matters, ensuring that they have a sound understanding of the ADB systems and good practices.
- Prepare bid documents for goods, civil works and services, and implementation of the procurement process according to the ADB guidelines.
- Ensure the procurement performance monitoring system is integrated into PIU's monitoring system.
- Ensure that procurement procedures are in line with systems/procedures as suggested by Deputy Project Director.
- Monitor and report compliance with required procurement and contract management systems including any improvements to them.
- Assist the Ministry and PMU and Procurement Specialist in the preparation of tender documents and review tender documents for correctness and compliance with applicable documentation requirements which includes documentation required for the ADB No Objection Letter Policy.
- Provide necessary support in developing procurement strategies for packaging works for subprojects and consultant's services to PMU.
- Ensure any areas of non-compliance in procurement and contract management are detected through verification of claims and reported to Deputy Project Director (PIU) and provide recommendation for remedial action.
- Prepare regular Monitoring reports for Tender Evaluation Committees.
- Carry out any other procurement and contract management related activities in the program assigned by Project Director or Deputy Project Director.