

Annex A: Terms of Reference and Scope of Services

Terms of Reference

Procurement Officer

Background

The Republic of Kiribati has received a grant from the International Fund for Agriculture Development (IFAD) for the implementation of Phase II of the Kiribati Outer Islands Food And Water Project. The project will be implemented in nine outer islands; Abemama, Nonouti, Tabiteuea Meang, Tabiteuea Maiaki, Beru, Onotoa, Nikunau, Tamana and Arorae. The project has been implemented in October 2019 for a duration of 3.5 years. The overall responsibility for project management and coordination rests with the Project Steering Committee (PSC) established within the Ministry of Environment, Lands and Agriculture Development (MELAD).

Under the overall supervision of the Project Coordinator, and with day-to-day reporting to the KFSU manager and operating in close coordination with the OIFWP project coordination unit, the Procurement officer will be responsible for managing the procurement of all goods and services for the Project, in line with PIM. In particular, he/she will be responsible for the following tasks:

- i) Preparing and updating procurement implementation plans, reports;
- ii) Conducting all procedures, the procurement of works, goods and consulting services required for the Project;
- iii) Preparing, review and modify the bidding documents
- iv) Facilitate the procurement handled by communities;
- iv) Preparing correspondence and coordinating with IFAD regarding its approval of the proposed contract awards, following the PCU recommendations;
- v) Maintaining a Contract Register for all the contracts signed under the Project;
- vi) Ensuring that all the correspondence and documents related to the award of contracts are maintained;
- vii) Ensuring that proper documents are maintained by implementing agency carrying procurement functions;
- viii) Preparing monthly procurement progress report and annual and semi-annual procurement plans under the IFAD rules and guidelines.

Experiences, skills and abilities:

- Minimum five (5) years experience in procurement of services or equipment preferably at development projects..
- Academically qualified (a university degree or higher) in business management, commerce, engineering and other relevant areas.
- Knowledge of IFAD, WB and the Government of Kiribati Procurement Guidelines and Policies will be an asset.
- Strong command of English is required.
- Strong communication and reporting skills.
- High computer literacy (Microsoft, Excel and other software)