

Terms of Reference	
Type	Procurement Manager
Division	Finance & Procurement
Mode of employment	Contractual
Role	Finance & Procurement
Location	Aizawl (Mizoram)
Report to	Deputy Project Director- Finance & Procurement
Salary per month	Rs. 1,00,000/-
General Description of task(s) and objectives to be achieved.	
I. Background FOCUS 2.0 (Fostering Climate Resilient Upland Farming Systems) is a six-year, externally aided project supported by the United Nations - International Fund for Agricultural Development (IFAD). The project is designed to strengthen climate-resilient, market-led farming systems across all districts of Mizoram. Building on lessons learned from Phase 1, FOCUS 2.0 adopts a cluster-based approach (Zau) to enhance agricultural production and market access, ensuring that production is driven by market demand. FOCUS 2.0 promotes sustainable land use, integrated farming practices, and inclusive value chain development. The programme emphasizes convergence with relevant government schemes and encourages deeper community engagement to build resilient livelihoods and drive equitable rural transformation. By adopting a market-led production system, the project aims to meet both local and national demands for agricultural products while ensuring climate resilience. The project is implemented by the Planning and Programme Implementation Department in Mizoram and focuses on facilitating transformative changes in the farming systems through innovative approaches and strategic partnerships. II. Overall objective The Procurement Manager will lead Procurement Management system in the project from planning to bid management, letters of awards, draft contracts contract management etc. in the procurement of good/works and services including consultancies, in compliance with IFAD Procurement Guidelines and Procurement Handbook 2020 and coordinate and support on all procurement actions of the project at SPIU and provide mentorship to procurement team at DPIU. To lead on providing capacity building and mentoring support to other SPIU and DPIU procurement Staff and Implementing partners Procurement staff.	

III. Roles and responsibilities

The responsibilities of the Procurement Manager will be as follows:

A. Need Assessment and Procurement Planning.

- Need assessment for procurement activities during preparation of AWPB.
- Work closely with Finance and program manager during finalisation of AWPB.
- Update the initial 18-month Procurement Plan prepared during design and ensure that the subsequent annual Procurement Plans are continuously updated in accordance with the procedure and procurement plan agreed with IFAD.
- Submission of Procurement Plan on OPEN (Online Project Procurement End-to-End System) portal for obtaining necessary approval on PP.
- Need based Updating of procurement plan every six months in consonance with any changes in AWPB.

B. Bid Management.

- Initiating procurement action on approved packages on OPEN as per timeline therein.
- Preparation of TOR, technical specifications, SOW for each contract in consultation with subject matter specialists and obtaining necessary.
- Preparation of Bidding documents (RFQ, RFB, REOI, RFP etc.) for goods, works, consulting services and non-consulting contracts. .
- Responsible for publication of SPNs on newspaper, website, government procurement portals etc
- Facilitate and organize pre bid meetings, preparation of responses to queries raised / received during Pre bid meetings and ensure uploading of same on website and other official portals. Publication of addendum / corrigendum if any on time.
- Receiving Bids and facilitate opening of Bids as per timeline of Procurement notice and preparation of MoM through procurement team.
- Preparation and finalisation of evaluation reports. Co-ordinate with project team, organize and support evaluation committees for prompt evaluation.
- Draft of Contract preparation and LOI issuance.
- Contract Negotiation and finalisation of contract, LOA and facilitate contract signing.
- Ensure Necessary approval IFAD on each step in case of prior review contract on OPEN portal before signing of contract. Submission of necessary documents as per the Project Procurement Arrangements Letter, to IFAD for those items subject to prior review.

A. Contract Management and Administration.

- Supervise update of Contract Management details in IFAD ICP-CMT and prepare amendment letters to the contracts. As part of the contract management, in coordination with the concerned officials monitoring the contractual provisions for compliance.

- Monitoring progress of procurement activities against procurement timetables, highlight variations in progress, record reasons and identify remedial actions, if any.

B. MIS and Record Keeping

- Manage, maintain and regular update of Procurement data relating to each contract on Project MIS dashboard.
- Maintaining procurement reports for review meetings for higher authority.
- Guide Asst. Manager at SPIU and DPIU to update procurement data on Project MIS dashboard on regular basis and maintaining procurement records and reports efficiently.
- Responsible for efficient record keeping for each procurement activity and ensure to have contract wise separate file, folder or dossier where records related only to the procurement in question are kept in properly coded chronological order both at SPIU and guide DPIU for same.
- Periodical internal procurement audit of DPIU and Community procurement

C. SECAP Compliance

- Ensure integration and compliance with IFAD's Social, Environmental and Climate Assessment Procedures (SECAP) in all the Bidding documents for Goods, Works and Consultancy services.
- Monitor safeguards-related indicators and support screening, mitigation, and reporting efforts to address cross-cutting environmental and social concerns in terms of procurement management and contract management.
- **Coordination**
 - Co-ordination with IFAD procurement staff on any procurement related matters.
 - Facilitate/assist in getting NOC from IFAD wherever required.
 - Co-ordination with project team, organize and support evaluation committees for prompt evaluation.
 - Facilitate arrangement for contract signatures on time.
 - a. To monitor and provide technical guidance to Implementing Parties' procurement staff in case of need.
 - b. Provide necessary support and assistance to Project Director and Deputy Project Director- Finance & Procurement for placement of various documents/papers before Project Management Committee for review and approval, all types of audits of procurement activities, post review of IFAD, contracts exception reporting, etc.
 - c. Provide liaison with any other appropriate authority for any dispute among the parties relating to procurement.
 - d. To provide documentations and data to IFAD fielded Supervision Mission and Implementation Support Missions.
 - e. To perform any other relevant work related to the project procurement assigned by the Project Director and Deputy Project Director- Finance & Procurement.

Qualification and Timeline.

IV. Required qualifications and experience.

A. Educational Qualifications:

1. Post Graduate in commerce, business, finance, engineering or management.

B. Relevant Training:

- Purchasing management and procurement systems

C. Work Experience

- Post qualification, minimum 10 years of demonstrated managerial experience in managing procurement in the organization with complete understanding and experience on national procurement procedure, especially preparation of Expression of Interest, Notice Inviting Tender, Terms of Reference, Request for Proposal and bidding document for procurement of consultant services, goods and works. **Preference will be given for experience in handling procurement funded by external agencies like World Bank, ADB, IFAD etc.**

D. Desirable Qualification:

- Post Graduate/ Diploma in Material/Supply Management
- Thorough knowledge of procurement procedures of International Financial Institution financed projects.
- Completion of Procurement training from a national level institute

E. Preferred Skills:

- Good written and verbal communication skills
- Computer literacy general MS package
- Proficient in computer based spread sheets for data analysis
- Proactive with leadership quality, and team builder.

V. Duration and timeline:

The position is for the duration of the project. Incumbent will be hired initially for one year, with annual extension based on performance.