

TERMS OF REFERENCES
PROCUREMENT SPECIALIST (Project Management Unit)
Climate Resilient Integrated Water Management Project (CRIWMP)

Background

The Government of Sri Lanka with the support of UNDP has secured funding from the Green Climate Fund (GCF) for “Strengthening the resilience of smallholder farmers in the Dry Zone to climate variability and extreme events through an integrated approach to water management” also termed as “Dry Zone Climate Adaptation Project (DZ-CAP). The proposed project aims to support Government of Sri Lanka (GoSL) to strengthen the resilience of vulnerable smallholder farmers in 03 river basins (Mi Oya, Yan Oya & Malwathu Oya) in the Dry Zone, who are facing increasing risks of rising temperatures, erratic rainfall, and extreme events attributable to climate change.

The impact of changing seasons, increased floods and droughts and high temperatures are affecting the lives and livelihoods of poor, conflict-affected farmers in the Dry Zone. Variability of rainfall is severely compromising existing village irrigation systems, as well as the availability and quality of water for agriculture and drinking use, further eroding the coping capacity of Dry Zone communities.

In conjunction with Government co-financing leveraged for this project, GCF resources will be used to address several financial, technical, and institutional barriers related to achieving integrated water management to improve agriculture-based livelihoods of smallholder farmers in the Dry Zone.

The objective of the project is to strengthen the resilience of smallholder farmers, particularly women, in the Dry Zone through improved water management to enhance lives and livelihoods. To do this, the project will invest in improving the community irrigation water infrastructure and associated agricultural practices, scaling-up decentralized drinking water systems and strengthening Early Warning (EW), forecasting and water management systems to enhance the resilience of smallholder farmer livelihoods to climate related impacts. This project is scheduled to start next year, and this post will support UNDP to undertake preparatory activities for the mobilization of the project in 2017.

The project will be implemented over seven years. The project is designed along three key technical components that are described in detail below;

- **Component 1: Climate Resilient Irrigation & Agriculture**
Upgrading village irrigation systems (including 325 minor irrigation tanks and related watersheds) and promoting climate-resilient farming practices in three river basins of the Dry Zone
- **Component 2: Climate Risk Incorporated Drinking Water Solutions**
Enhancing climate resilient, decentralized water supply and management solutions
- **Component 3: Strengthening Climate Observation & Forecasting Systems**
Strengthening climate and hydrological observing and forecasting system to enhance water management and adaptive capacity

The Ministry of Mahaweli Development and Environment (MoMDE) as the implementing partner will oversee overall project implementation with the support of UNDP. The MoMDE is the national lead agency in environmental and natural resources management, as mandated by the National Environmental Act and it has experience in managing donor funded projects. The following responsible parties will collaborate with MoMDE to deliver project outcomes; Department of Agrarian Development (DAD); the Department of Agriculture (DoA); Department of National Community Water Supply (DNCWS); National Water Supply and Drainage Board (NWSDB) and

Ministry of Disaster Management (MDM). UNDP has overall oversight of the IP and Responsible parties to ensure compliance with its policies and procedures.

The MoMDE will establish a project management unit (PMU) to assist the implementation agencies in project implementation. The PMU will be responsible for ensuring effective inter-ministerial coordination between responsible parties (RPs). The PMU's will also ensure operational compliance with project regulations and UNDP policies, procedures and reporting requirements, as defined in the Project Document.

The PMU will be led by a Project Director and will include a team of specialized staff responsible for project management, financial management, procurement, environment and social safeguards, monitoring and evaluation, civil works design review and contract management, communications as well as support staff. The PMU will also be supported by UNDP country office staff and specialized consultants necessary for specific technical assistance for overall implementation of activities as identified by the RPs and M&E of project results. The PMU will liaise closely with the RPs and UNDP and also ensure overall coordination of all project entities to ensure necessary data and information are shared and collated for reporting to the Project Steering Committee and UNDP.

Key Tasks

The Procurement Specialist will report to the Project Director (PD) and will be responsible for the overall management of procurement under the project. He/she will support the procurement activities being undertaken for the projects administered by the PMU and RPs, with the responsibility for ensuring compliance with the GoSL and UNDP guidelines on procurement and selection of consultants/contractors and the requirements of the project. The Procurement Specialist will liaise closely with the procurement department of UNDP in delivering his/her tasks.

The Procurement Specialist will be directly responsible for the following tasks:

- The Procurement Specialist will, among other things, provide guidance to the Project Director on all procurement matters, progress and constraints with the implementation of the procurement packages;
- Guide assigned sector staff of the RPs on procurement and related issues;
- Work in coordination with the technical specialists and staff in the project team and advise them on procurement issues;
- Be responsible for the development of detailed procurement plans for activities identified under the project by the RPs
- Prepare bidding documents and draft contracts for goods, works and non-consultant service contracts following NCB and shopping procedures.
- Prepare requests for EOI, bidding documents/ request for proposals and draft contracts for goods, works, consultants and non-consultant service contracts in accordance with the schedule in the procurement plan;
- Provide guidance on consultant short-listing, and bid and proposal evaluations;
- Review and provide guidance on the preparation of the Bidding Documents, RFPs, contracts;
- Ensure timely submission of all relevant documents to UNDP when UNDP procurement process is followed
- Specifically, review and revise, if necessary, the contracting procedures and documents for the localized community level procurement of works;

- Provide training for Coordinators, Technical Evaluation Committees and RPs in the preparation of Terms of References (TORs), Invitation for Expression of Interests (EoIs) and consultant short-listing; preparation of RFP and proposal evaluations and draft contracts for consultants and non-consultant service; Preparation of specifications and bidding documents and evaluation;
- Establish and maintain close links with the relevant institutes involved in the Project and ensure their compliance with all relevant requirements and the adherence to Government and UNDP procedures in implementing their work plans;
- Conduct general reviews of procurement performance and submission of reports;
- Any other duties assigned by the Project Director

Schedule

This is a full-time position. The service is initially for a period of 01 year. The contract is renewable, subject to satisfactory performance, for the duration of the project. There will be an initial performance review by the PD after six months. Thereafter, there will be an annual performance evaluation by the PD.

Remuneration:

As per the Management Services Circular No.01/2016 of 24th March 2016, and subsequent amendments.

Required Qualifications and Experience:

- A minimum of 10 years work experience in public or private sector out of which 05 years should be in a senior managerial position.
- A Degree in Accounting, Management, Business Administration, Engineering, Science, Economics, Agriculture, Law, or a relevant field
- Experience in donor financed projects is an advantage

Professional Competencies:

- Organized and shows competency in both implementation and delegation of work
- Ability to read and write excellent English, and produce project reports in English for regular and continuous presentations to government and development partners (donor funded).
- Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector training.
- Ability to plan and implement a project with complex and diverse activities.
- Ability to promote stakeholders' participation and commitment for effective implementation to ensure long term sustainability of the project.
- Effectiveness in analysing and resolving project implementation issues.
- Familiarity with the relevant Government procedures and regulations.
- High level of computer literacy, including Word, Excel, email and the internet.
- Strong communication skills and good interpersonal relations.
- Experience in rural development, environmental management, climate change and water management is preferable.
- Experience in working on donor funded projects would be preferable.