



COOPERATIVE REPUBLIC OF GUYANA
MINISTRY OF AGRICULTURE
HINTERLAND ENVIRONMENTALLY SUSTAINABLE AGRICULTURAL
DEVELOPMENT PROJECT
Loan No. 2000001704/ Grant No. 2000001705

Procurement Officer

1. Background

The Government of the Cooperative Republic of Guyana (GoG) and the International Fund for Agricultural Development has entered into an agreement to execute the “Hinterland Environmentally Sustainable Agricultural Development Project” Loan No. 2000001704 with activities focused on Regions 1 (Mabaruma and Moruca) and Region 9. The Development Objective of the Project is “Improved livelihood resilience through income generation, access to assets, improved nutrition and adaptation to climate variability”. Livelihood resilience will be strengthened by increasing income-generating opportunities; improving access to public goods, knowledge and technologies; and enhancing food security and nutrition.

2. Consultancy Objective

The objective of the appointment is to effectively manage the procurement processes of works, goods and services required for the implementation of the Project in accordance with the **IFAD** and **GOG’s** established procurement procedures, laws and regulations.

3. Characteristics of the Appointment:

Type of Appointment: Individual

Duration: 1 year, renewable on the basis of performance.

Place of work: Agriculture Sector Development Unit [ASDU], Ministry of Agriculture, Georgetown, Guyana.

Reporting: The Procurement Officer will report directly to the Project Coordinator and work closely with the other Officers of the ASDU.

4. Qualifications:

The **Procurement Officer** should have:

1. A Bachelor’s Degree in Management Studies, Engineering or Procurement Management or another related field.
2. Three years of experience working in procurement.
3. Computer competence in software packages: Microsoft Word, Excel and Project Management.
4. Working knowledge of GoG guidelines, financial procedures for international financing institutions. Prior experience with that of IFAD funded project is a plus. Experience with procurement policies of other lending agencies procurement policies is desirable but not compulsory.
5. Excellent written, oral and interpersonal skills



5. Position Responsibilities

The **Procurement Officer** will:

1. Prepare and submit in a timely manner the annual procurement plans of the Hinterland Project in accordance with its Annual Operating Plans.
2. Plan, supervise and coordinate procurement activities of the Hinterland Project for goods and services.
3. Examine relevant documents and liaise with suppliers to verify and develop specifications of purchase requests to determine the need for purchases.
4. Consult price lists and catalogs and communicate with possible suppliers to obtain information on prices and services available, quality and availability of products and compare data to determine the best suppliers.
5. Advise the Project Coordinator and Regional Project Coordinator of inherent contractual rights and obligations and evaluates contract performance for compliance.
6. Submit request for NO objection to IFAD through the Project Coordinator
7. Organize meetings for bid openings and tender evaluations, maintain clear record of minutes of the proceedings' decisions, and agreed actions.
8. Prepare and evaluate bidding documents and associated contracts, in accordance with the IFAD's, GOG's established procurement procedures, laws and regulations.
9. Draw up tender lists based on projected requirements and study bids, comparing prices and specifications.
10. Arrange for the Selection Committee to review tenders and prepare relevant paperwork.
11. Communicate in writing the tenders awards
12. Organize the contract signing processes
13. Complete and forward Purchase Orders or Contracts to Suppliers or Consultants; negotiate and follow-up as required with respect to delivery of goods and services.
14. Approve payments to suppliers, service providers and contractors
15. Register and update all ongoing contracts in the Contract Monitoring Tool system in the IFAD client portal
16. Maintain records and support documents that are necessary to account for all purchases and distribution of goods and services related to the implementation of the Project.
17. Arbitrate claims or complaints occurring during performance of Contracts.
18. Undertake any other duties and responsibilities that may, from time to time, be reasonably requested by the Project Coordinator of the Hinterland Project.

6. Compensation Package

The contract will be for one-year duration on a full-time basis but is subject to annual renewal. The compensation package is negotiable but cannot exceed specific scales currently in place for projects funded by IFAD.