



TERMS OF REFERENCE

Rural Youth Employment Project:

Procurement Officer

1.0 Background

The Rural Youth Employment Project (RUYE) is a three-year initiative being implemented by the Scientific Research Council since March 2010 and funded by UNDP and USAID. The overall objective of the project is to positively impact the lives of vulnerable attached and unattached targeted rural youth by equipping them with livelihood skills. The resulting output will be increased access to income generating business activities among the youth population in the Parishes of St. Ann, St. Thomas, Manchester and Trelawny. The project will contribute to the reduction of youth unemployment by increasing the ability of youth to access sustainable livelihood options.

2.0 Objective

To offer short term position to a Procurement Officer to carry out all procurement activities for the RUYE Project.

3.0 Terms of Employment

The Project Procurement Officer will be contracted on a month to month basis over three to five months. Performance review will be carried out at the end of each month and continued contracting will be contingent on satisfying performance goals established for the position and the procurement needs of the project. Renewal of the Project Procurement Officer's contract will be subject to RUYE/SRC non-objection. The Procurement Officer will be supervised by the Project Manager and will interface with other departments including the accounts, purchasing and the communications unit of the SRC.

3.0 Scope/ Requirements

The purpose of this TOR is to solicit competitive proposals for the position advertised. The selected Procurement officer will be required to:

- Submit full Curriculum vitae (CV), listing previous similar assignments;
- Submit proposed fees for service on a monthly basis.

RUYE will make all arrangements as indicated below:

1. Provide supporting documentation and information required in the procurement process;
2. Personnel to assist with some administrative functions e.g. filing.

4.0 Qualification and Experience

- First Degree in Business Administration or related field
- At least three (3) years' experience in the:
 - ♦ **Government of Jamaica's current Procurement guidelines and procedures;**
 - ♦ Preparation of tender documents and negotiation and administration of contracts for various goods and services **particularly for construction projects;**
 - ♦ Procurement activities of internationally funded projects;
- Specialized training in project administration and management.
- Knowledge in the relevant procurement computer applications and systems.

5.0 Deliverables

The Project Procurement Officer is responsible for all matters relating to procurement on the Rural Youth Employment Project (RUYE). These activities include requests for quotations / proposals, tender/bid documents being prepared, evaluation of quotations and selection of suppliers/contractors (where necessary), goods and services purchased and supplier listing and inventory records maintained.

Specific duties of the Project Procurement Officer include:

1. Finalizing the procurement plan for the RUYE Project;
2. Preparation of tender/bid documents including Requests for Proposal (RFP), Requests for Quotation (RFQ) and Terms of Reference (TOR);

3. Placement of local and international advertisements through various media, inviting bids, proposals, quotations or applications in accordance with SRC and government requirements;
4. Screening of bids to ensure that they meet the prequalification criteria;
5. Preparation and placement of orders and follows through on the delivery of goods and services;
6. Preparation of evaluation reports;
7. Updating RUYE procurement status document;
8. Performing other related functions assigned from time to time by the Project Manager.