



## **Job Advertisement**

### **Post title: Procurement Specialist**

Name of Project: Rural Livelihood and Resilience Project (RLRP)  
Duty Station: Ministry of Agriculture and Irrigation, Mogadishu

### **Background:**

The Rural Livelihoods Resilience Programme (RLRP) is an 8 year project and the lead agency for the Programme is the Ministry of Agriculture and Irrigation (MAI), Federal Government of Somalia. The project's goal is "improved and resilient livelihoods of rural smallholders in Somalia". The Programme Development Objective (PDO) is "to sustainably increase productivity, incomes and nutrition security and enhance the resilience of rural smallholder families in Somalia.

The RLRP's primary target group will be 30,000 poor small-scale agro-pastoral households (HHs). Based on prevalence, the RLRP will also include proportions for vulnerable groups, including IDPs (15 percent), women-headed HHs (30 percent), and persons with disabilities. The RLRP is a nationwide programme. It will focus its comprehensive efforts on the five Federal Member States (FMS) of Puntland, Galmudug, Jubaland, Hirshabelle and South West. Implementation will be sequenced, starting with the initial two FMS of Jubaland and South West, and a total of five regions in the two states: Jubaland: Gedo and Lower Juba; and South West: Bay, Bakool and Lower Shabelle.

The Ministry of Agriculture and Irrigation implements the Rural Livelihood and Resilience Program (RLRP). The program aims to enhance the livelihoods and resilience of rural communities. It focuses on promoting sustainable agricultural practices, diversifying income sources, and improving market access for farmers. Additionally, the RLRP works to build resilience by implementing measures such as water conservation, climate-smart agricultural techniques, and disaster preparedness. Community participation and empowerment are key program elements, fostering social cohesion and ownership of development initiatives. The Ministry strengthens institutional capacity to ensure effective implementation and long-term program sustainability.

The National Programme Coordination Unit (NPCU), reporting to the MoAI, will be responsible for day to day management of the Programme and will be in charge of planning,

coordination, monitoring and evaluation, financial management and procurement functions. The NPCU includes the position of Procurement Specialist that will be filled through a competitive recruitment process.

### **Job Description**

Under the supervision of the National Programme Coordinator, the responsibilities/duties of the Procurement Specialist will cover the following duties.

- Ensure that the procurement process respects the principles of fairness, integrity and transparency through competition. He/she will be committed to achieving the best value for money and cost effectiveness, while taking other factors into account, such as social and environmental sustainability.
- Make sure procurement activities are compliant with IFAD Procurement Principles, Prohibited Practices and provisions to combat sexual exploitation and abuse and sexual harassment.
- Update procurement systems and procedures for effective planning, implementation, monitoring and reporting on procurement activities, including updating of the PIM in accordance with IFAD procurement guidelines and FGS requirements.
- Prepare and update a detailed procurement plan in line with the directives of proposed and approved AWPBs and IFAD guidelines, in consultation with the National Programme Coordinator and Components' Experts.
- Prepare tender documents; prepare bills of quantities and scope of work of the planned work constructions, Terms of Reference for professional services, and specifications for goods/equipment procurements, in accordance with the IFAD requirements.
- Prepare and publish bid announcements/advertisement or invitation for bids from pre-qualified providers after clearance and receipt of IFAD No Objection.
- Receive, open, screen, log and date stamps bid responses/quotations, mail as required and organize bids for review by the respective evaluation committees.
- Convene and support evaluation committees to undertake evaluation of bids or/and proposals ensuring that committees have been constituted with the right expertise
- Provide secretarial services to the tender evaluation committee, including drafting the tender selection/ evaluation forms, announcing tender results, and preparing the procurement provisions that will be included in the contracts.
- Review periodically the implementation of contracts, agreements and MOUs ensuring compliance with the procurement provisions, in close collaboration with National Programme Coordinator and the technical experts.
- Organize and maintain computerized records containing vendor and bid information.
- In collaboration with technical staff, recommend progress payments to contractors/service providers/suppliers on the basis of agreed milestones or outputs, update contract monitoring forms, manage variations and delays on contracts/MOUs as per IFAD and FGS requirements.
- Follow up and ensure that performance guarantees/or bonds as appropriate have been issued by the selected contractors/suppliers and monitor their validity for renewal as appropriate.

- Ensure goods and services financed by grant proceeds have been procured in accordance with the grant agreement.
- Correspond with vendors regarding prices, product availability, and delivery.
- Respond to inquiries from PMU staff regarding requisitions, purchase orders, contracts and pricing information.
- Maintain procurement records in a form appropriate to facilitate retrieval for review during IFAD missions and for audit by internal and external auditors.
- Maintain fixed assets register, supervise PMU office, assets by ensuring periodic asset verifications, logistics, and all administrative matters.
- Assist project staff in arranging logistics for field trips, capacity development activities and training workshops.
- Oversee maintenance of a proper filing and administrative system for all project documents.
- Supervise administrative staff.
- Oversee office safety and security, including access control, evacuation arrangements, and fire procedures.
- Supervise and provide technical support to implementing partners authorised to procure services and goods for the project, ensuring all procurements are undertaken competitively and comply with IFAD procurement guidelines.
- Supervise and manage project vehicles and machinery maintenance.
- Take part into the provisional and final acceptance works including the preparation of the respective committees and the acceptance of the works/professional services/equipment or goods delivered.
- Prepare quarterly and annual progress reports of implementation plan and regularly update the National Programme Coordinator of challenges and proposed actions to overcome the challenges.
- Perform related work as required by the National Programme Coordinator.

### **Qualifications and Experience**

- a) A Bachelor's Degree in Business Administration, Management, Finance, or a relevant field is required. Master degree in field related to procurement is added advantage.
- b) Certification in procurement, contract or supply chain management is a plus.
- c) Minimum 5 years of experience in implementation of procurement procedures with donor funded projects or international organizations.
- d) Experience in working in a fragile or post conflict environment and knowledge of local dynamics.
- e) Extensive knowledge of donor procedures,
- f) Demonstrated the ability to motivate and promote collaboration among diverse team and team members.
- g) Demonstrated analytical and problem solving and negotiating skills with the ability to balance programme objectives and procurement requirements.
- h) Excellent written and oral communication skills in English and Somalia

- i) Excellent interpersonal skills and ability to communicate effectively with the financiers.

**Duration** : The initial contract will be for one year with six-month probation, period, renewable every year on continued satisfactory performance.

**How to apply**: If your qualifications and experience meet this job requirement, please submit a written application quoting the job title and reference number and an updated CV including daytime contact phone numbers, as well as the names and contact information of three references to reach the below-mentioned by close of business on April 24, 2024. Only short-listed candidates will be contacted for a written interview. Mustafe Osman Saed (Waayeel) Mustafe.cismaan@gmail.com and the info@moa.gov.so