

Annex A – Scope of Services

Position:	Procurement & Contracting Specialist
Division:	Management
Reports to:	Manager-Program Procurement
Band:	C

Background & Project Description

In September 2017, the U.S. Government's Millennium Challenge Corporation (MCC) signed a \$500 million compact agreement with the Government of Nepal. The Compact aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and India helping to spur investments, and accelerate economic growth. The compact agreement is valid for a period of five years, and is currently in the implementation stage.

Pursuant to the aforementioned agreement, the entity charged with implementing the project has been established as the Millennium Challenge Account Nepal (MCA-Nepal) entity. This position will assume a critical role in the success of MCA-Nepal.

Position Objective

The Procurement & Contracting (PC) Specialist, under the supervision of Manager-Program Procurement, is responsible for overseeing the delivery and implementation of procurement and contract administration-related supports that include resource acquisition, resource levelling, contract tracking, etc. The PC shall ensure that contract administration and procurement activities are conducted in compliance with the principles, rules and procedures set out in the Accountable Entity MCC Procurement Policy and Guidelines (PPG), Contract Administration Manual, Procurement Handbook, Procurement Operations Manual, Nepal Compact Agreement, and any Supplemental Agreements with respect to Compact funded activities.

Duties and Responsibilities

Contract Administration

- Distributes a copy of the signed contract to the relevant Project Team/Personnel responsible for the management of the contract upon receiving a signed contract from the Procurement Agent (PA);
- Assists in:
 - a) details of all parties involved in the implementation of the contract, their role, title, position, and contact information;
 - b) mobilization activities and timeframe/dates for mobilization;
 - c) list of all contract deliverables, due dates and related sums/percentages due against each contract deliverable or completion point, bank guarantees deadlines and contract end dates, (Contract monitoring tool);
 - d) details of meetings and other similar events referenced in the contract and their dates;
 - e) identification of contractual responsibilities within MCA-Nepal, e.g. who will be responsible for reviewing/accepting contractual deliverables, approving invoices, etc.;
 - f) timeframe for reviewing/accepting deliverables;
 - g) any other information relevant to the concerned contract.
- Assists Sector Managers in the implementation and management of contracts;
- Assists the Line Manager in contract administration;
- Keeps records and develops Contractor's past performance;
- Drafts and processes contracts for signature for procurements handled by the Line Manager;
- Facilitates contract closure plan and implementation.

Planning

- Prepares and regularly updates MCA-Nepal Procurement Plans.

Procurement Operations

- Assists in the review of TORs submitted by Sectors;
- Prepares and coordinates submission of Procurement Requisitions and Procurement Packages;
- Assists in the receipt and opening of quotations, bids, proposals and offers;
- Prepares public procurement documents (bidding documents, evaluation reports, purchase orders, contracts, procurement meeting minutes, etc.);
- Assists in the facilitation of evaluation of quotations, bids, proposals and offers;
- Establishes and communicates procurement priorities to the Procurement Agent (PA) in consultation with the Manager-Program Procurement.

Monitoring & Evaluation

- Assists the Manager-Program Procurement in regular reviews of MCA-Nepal's Procurement Operations Manual(s) and Contract Administration Manual(s) prepared by the Procurement Agent(s) and recommend any necessary changes or improvements to ensure it responds to the operational reality of MCA-Nepal;
- Assists the Line Manager to actively monitor the progress of procurements against the applicable Procurement Implementation Plan;
- Assists the Line Manager in coordinating with MCA-Nepal management and project staff to ensure responsibilities of all involved actors in the execution of a procurement are understood and acknowledged;
- Renders overall assistance to the Line Manager as required;
- Monitors and tracks Bank Guarantees, contract expiration, contract amendments, provide contract administration advice as required;
- Undertakes all responsibilities delegated by the Line Manager such as collecting info, generating reports, carries out assessments, provides advice to the Line Manager etc.

Requirements (*Education, Experience, Technical Competencies*)

- Minimum Bachelor's degree in Procurement, Business Administration, Business Management, Project Management, Law, Contract Law, Contract Management, Supply Chain Management, Logistics, Economics, Engineering or equivalent field; or commensurate practical experience in one or more of these disciplines;
- Must have a familiarity with procurement and contract management in the public sector, demonstrated through work experience and interview;
- Experience drafting, reviewing, and approving procurement documents;
- Demonstrated knowledge of or experience with procurement policies of World Bank, Asian Development Bank, MCC (or other international donor institutions);
- Demonstrated track record of delivering high quality outcomes/projects on time and within budget;
- Good skills in project management and communications, both written and oral, demonstrated in previous jobs.
- Fluency in English; and
- Strong computer skills with office productivity applications (Word, Excel, PowerPoint, MS Project).

Preferred requirements:

- Bachelor's Degree in Procurement, Business Administration, Business Management, Law, Contract Law, Contract Management, Supply Chain Management, Logistics, Economics, Engineering, or equivalent field; or commensurate practical experience in one or more of these disciplines;
- Experience in supporting of large projects preferably at the enterprise or organization level;
- Dynamic, solution-driven, proactive personality (reference checks required); and
- Familiarity with the energy sector;
- Experience with planning and organizing market outreach events for procurement and vendors, speaking to large audiences