

Position:	Procurement & Contracting Specialist (2 positions)
Division:	Management
Report to:	Procurement Manager
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Background & Project Description	
<p>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 implementation stage, prior to Entry-Into-Force (EIF) at which time the five-year time period begins.</p> <p>Pursuant to the aforementioned agreement, the entity charged with implementing the project has been established as the Millennium Challenge Account Nepal entity. This position will assume a critical role in the success of MCA-Nepal.</p>	
Position Objective	
<p>The Procurement & Contract (PC) Specialist, under the supervision of the Procurement Manager (PM), is responsible for the delivery and implementation of procurement-related services that include resource acquisition, inventory management, and stock quality control of goods and services relevant to wider organization programs. The PC Specialist shall provide a broad range of contract management services support. The PC shall ensure that contract administration and procurement activities are conducted in compliance with the principles, rules and procedures set out in MCC Procurement Guidelines, Nepal Compact Agreement, and any Supplemental Agreements with respect to Compact funded activities.</p>	
Duties and Responsibilities <u>Contract Management</u> <ul style="list-style-type: none"> • Upon receiving a signed contract from the PA, the PC Specialist will distribute copy of the signed contract including a checklist to the relevant Project Team/Personnel responsible for the management of the contract. The checklist shall provide: <ul style="list-style-type: none"> 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 (Contract monitoring tool); d) details of meetings and other similar events referenced in the contract and their dates; f) identification of contractual responsibilities within MCA-Nepal, e.g. who will be responsible for reviewing/accepting contractual deliverables, approving invoices, etc.; g) timeframe for reviewing/accepting deliverables; and h) any other information relevant to the concerned contract. • Draft and processes contracts for signature for administrative purchases or procurements handled by the PM's office. • Assists Sector Managers in the implementation and management of contracts • Assists the PM in contract administration • Facilitates contract closure plan and implementation 	

Planning

- Prepares and regularly updates MCA-Nepal Procurement Plans for administrative purchases or procurements handled by the PM's office.

Procurement Operations

- Assists the PM in the review of TORs submitted by Sectors
- Prepares and coordinates submission of Procurement Requisitions.
- 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.) for administrative purchases or procurements handled by the PM's office.
- Assists in the facilitation of evaluation of quotations, bids, proposals and offers.
- In consultation with the PM, establishes and communicates procurement priorities to Procurement Agent(s).

Monitoring & Evaluation

- Assists the PM 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 PM to ensure that the Non PPG Procurement Procedures are developed in line with MCC Guidance and that it is fully implemented
- Assists the PM to actively monitor the progress of procurements against the applicable Procurement Implementation Plan.
- Assists the PM 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 PM as required.
- Undertakes all responsibilities delegated by the PM.

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;
- Strong computer skills with office productivity applications (Word, Excel, PowerPoint, MS Project)
- Experience in supporting large projects preferably at the enterprise or organization level;
- Dynamic, solution-driven, proactive personality (reference checks required); and
- Familiarity with the energy sector.
- Experience working in multidisciplinary teams across different departments or functional areas;
- Experience with planning and organizing market outreach events for procurement and vendors, speaking to large audiences;

This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.