

Terms of Reference for the staff of Project Management Unit (PMU)
World Bank funded RNR Job Project
Policy and Planning Division
Ministry of Agriculture and Livestock

1. Background

The Ministry of Agriculture and Livestock (MoAL) will implement a World Bank–funded project titled “Accelerate Bhutan’s job transformation through renewable natural resource value chains project”. The project will be managed through a dedicated Project Management Unit (PMU) within the Ministry. Therefore, the recruitment of required experts to form the PMU was deemed necessary and the following provides the detailed terms of reference to recruit the PMU staff:

Terms of Reference for Procurement Expert

Qualification and experience

Bachelor’s/Master’s degree in Procurement, Engineering, Finance, Accounting or any relevant field with 5+ years of working experience in public, corporate and private sector. He/she should be familiar with World Bank procurement rules; has experience in e-GP and national bidding processes; and possesses excellent documentation and process management skills.

Roles and Responsibilities

The Procurement Expert shall be responsible to:

- Develop and maintain the Project Procurement Plan;
- Prepare bidding documents and manage tendering process;
- Maintain procurement records and contract tracking systems;
- Ensure compliance with World Bank and national procurement laws;
- Train implementing agencies and beneficiaries on procurement procedures;
- Regularly update procurement progress on STEP.
- Prepare and update the Project Procurement Strategy Document (PPSD) for the Project in consultation with the PMU and the World Bank;
- Ensure that all relevant policies are followed and that all due processes are fulfilled while undertaking procurement actions.
- Prepare and regularly update the procurement plan(s) of the Project and process procurement transactions through the World Bank’s Systematic Tracking of Exchanges in Procurement (STEP) system

Place of work

PMU, MoAL under supervision of Project Manager.

Work Ethics and Professionalism

Abide by BCSR 2023, contract terms and exhibit professionalism in all official conduct.

Recruitment Period

The recruitment period will be as decided by the Ministry's HR committee endorsed by the PSC; or for one year contract extendable based on performance.

Remuneration and Salary

Will be paid in the form of consolidated pay as per the financial norms of the Royal Government of Bhutan which will be approved by the Ministry's HR committee and endorsed by the PSC.

Contract Termination and Expel

Subject to termination by MoAL for breach of contract, non-performance or misconduct as decided by the Ministry's HR committee.