

Responsibilities of Procurement Specialist

1. In consultation with the Project Manager, and the Program Director, prepare the procurement plan for all goods works and services to be taken up during the project;
2. Assist the PMU in recruiting consultants for the project including finalisation of all necessary documents for recruitment of consultants and evaluation of EOIs, technical and financial evaluations of proposals, negotiations, contract award etc.;
3. In consultation and assistance of PMC review and finalise the Bid Documents submitted by PIU/DSC;
4. Review and finalise the Technical and Financial Evaluation reports for selection of contractors to be submitted to tender evaluation/ approval committee and to ADB;