

Friday, September 8, 2023

STATEMENT OF WORK
Procurement Consultant – Afia WASH



Period of Performance	November 2023-February 2024
Commencement date	November 15, 2023
Reporting to:	Procurement Manager

1 Background of the Afia WASH Project

Afia WASH is a five-year USAID funded program whose purpose is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan’s Strategic Framework. The program will eventually be implemented across the following 13 counties spread in five states – Mayendit, Leer, Panyjar (Unity State), Jur River, Wau (Western Bahr el Ghazal), Kapoeta North, Budi (Eastern Equatoria State), Baliét, Ulang (Upper Nile state), Akobo, Uror, Duk (Jonglei), and Pibor county (Greater Pibor Administrative Area). Currently Afia WASH is working in 8 counties of Akobo, Budi, Duk, Jur River, Kapoeta North, Pibo, Uror and Wau.

2 Scope of the Assignment

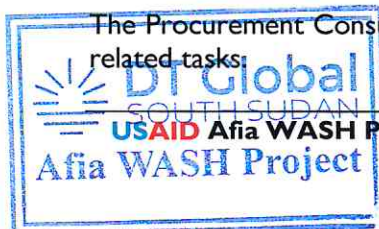
The Procurement Consultant is responsible for supporting the acquisition of goods and services, drafting of contracts, agreements and purchase orders for program operations and activities in accordance with regulations, policies, and procedures of USAID and DT Global. The Consultant is expected to initiate the procurement process, liaise with local vendors, prepare tender documents to solicit bids, assist in evaluating bids, prepare draft contractual documents and maintain thorough recordkeeping and filing of all procurement documentation in accordance with USAID rules and regulations and DT Global policies and procedures using manual and online filing system.

Additionally, the Consultant is responsible for overseeing procurement and contracts administration in the field offices, and project activity locations throughout their state. The Consultant is responsible for liaising with the Juba-based finance, human resources, security, and the program staff of their respective states’ field office daily, to ensure the most safe, cost-effective, and timely purchase and movement of goods possible within the parameters of approved activities and budgets. The Consultant will oversee goods and services are received and assure that requisitioning party confirms receipt and acceptance of goods and services as required in the contract.

This position is for Afia WASH Juba office.

3 Objectives of the Assignment

The Procurement Consultant is meant to provide support to the Procurement team in all procurement related tasks:





4 Specific Tasks

- Actively participate in the daily coordination of project procurement activities
- Source prices and locate goods, materials, and services, including micro-purchases as required
- Prepare bidding requests and provide detailed description and specifications of the items requested.
- Prepare and review tender documentation and issue and control tenders to activity requirements based on USAID's regulations and DT Global's procurement manual.
- Verify, organize, and upload all procurement documentation to DT Global's procurement workflow and filing systems following all the steps required to obtain the necessary approvals.
- Arrange timely bid openings and bid reviews in accordance with USAID's regulations and DT Global procurement manual.
- Maintain paper and electronic records of purchases made for operations and activity implementation and ensure the required documentation of supplies and transactions are completed to DT Global South Sudan standards.
- Prepare documents for Procurement Manager to review following bid analysis and contractor selection.
- Monitor delivery of all procured items and services to ensure that they are in compliance with relevant contracts/purchase orders.
- Coordinate and support Field Finance and Admin Officers in planning, if needed, reviewing procurement documents and make sure that they all comply with the procurement policies and procedures.
- Maintain files of all tendering actions and prepare USAID vetting requests, if needed.
- Maintains Payment Trackers ensures that all invoices are processed on time.
- Support timely procurement actions including the delivery of materials, verification of procurement documentation and accuracy of invoices, and submit all necessary documents to the Finance Unit for payment, including the Operating Cash Request, Invoice, Waybills, and Purchase Orders
- Maintain professional communication with all suppliers and assist in updating vendor lists to ensure compliance with established DT Global South Sudan, USAID, and South Sudanese laws.
- Scan, copy and upload procurement documents to DT Global's online system.
- Provides support to logistics, if needed.
- Reports to the supervisor for any malpractices, misconducts or any fraud, waste, and abuse in relation to time implementation of the procurement process.
- Perform any other tasks assigned by the supervisor or as directed by the Director of Operations.

5 Deliverables

- Sourced prices and located goods, materials, and services, including micro-purchases as required.
- Bidding requests prepared and detailed description and specifications of the items requested.
- Tender documentation prepared and reviewed in compliance with USAID's regulations and DT Global's procurement manual.
- Procurement documentation uploaded to DT Global's procurement workflow and filing systems following all the steps required to obtain the necessary approvals.
- Bids opened and reviewed timely in accordance with USAID's regulations and DT Global procurement manual.



- Paper and electronic records of purchases maintained for operations and activity implementation and required documentation of supplies and transactions completed to DT Global South Sudan standards.
- Procured items and services delivered in compliance with relevant contracts/purchase orders.
- Reviewed procurement documents from Finance and Admin Officer from the field in compliance with the procurement policies and procedures.
- Files of all tendering actions maintained and USAID vetting requests prepared.
- Payment Trackers maintained and invoices processed on time.
- Timely procurement actions supported including the delivery of materials, verification of procurement documentation and accuracy of invoices, and necessary documents submitted to the Finance Unit for payment, including the Operating Cash Request, Invoice, Waybills, and Purchase Orders.
- Updated vendor lists in compliance with established DT Global South Sudan, USAID, and South Sudanese laws.
- Procurement documents Scanned, copied, and uploaded to DT Global's online system.
- Reports provided to the supervisor for any malpractices, misconducts or any fraud, waste, and abuse in relation to time implementation of the procurement process.

6 Working Arrangement

The Procurement Consultant will work under the supervision of the Procurement Manager in delivering daily procurement tasks.

7 Period of Performance

The assignment is expected to last for three months only from November 15, 2023, through February 15, 2024.

8 Level of Effort

The Procurement Consultant will work five days a week and 40 hours per week.



Key Position Competencies and Experience:

- Minimum three (3) year of experience (Officer), or between three to six (3 – 6) years of experience (Specialist), preferably with strong administration, procurement, contracts and logistics roles with USAID and other donor funded projects focusing on development or similar projects.
- Prior experience working on USAID-funded projects in the humanitarian and international development sectors preferred.
- Proactive, have strong prioritization skills, ability to work cross-culturally, and ability to meet deadlines under pressure.
- Ability to work with tact in a diverse, multicultural environment.
- Possess demonstrated leadership skills, humility, and self-awareness.
- Ability to communicate clearly and concisely, fluency, both written and verbally in English and spoken Arabic required and other local languages preferred.
- Position open to South Sudan nationals only



DT Global Core Competencies:

Teamwork: Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.

Communication: Effectively conveys information and expresses thoughts professionally Demonstrates effective use of skills and displays openness to other people's ideas and thoughts

Adaptability: Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment

Customer/Client Focused: Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.

Diversity & Inclusion: Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.

Professionalism: Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

Application Process:

To apply, please send your CV and Letter of Motivation including your nationality ID **as one single document** to afiawash.recruiting@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Only candidates who are short-listed will be contacted. **The deadline for submissions is Friday, September 29, 2023, at 05:00PM (17:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

