

TERMS OF REFERENCE:
FOR TRAINER TO PROCUREMENT UNIT WITH RESTLESS DEVELOPMENT

BACKGROUND

We are Restless Development, a youthful, dynamic and innovative national agency which carries the banner for youth led development in Tanzania and globally. Everything we do is led by and through young people. We are who we serve, placing young people at the forefront of change, empowering them to take leadership roles addressing the most urgent issues facing their communities. As the leading agency for youth led development, we put young people at the heart of our work, from community to board level. We recognize young people as an asset, who can and do contribute to, and lead change. Our vision is A world where young people are at the forefront of change and development, achieving a just and sustainable world for all. We champion the engagement, position, and ultimately the influence of young people at every stage of development.

We intend to enhance the skills and knowledge of our procurement unit with standard procurement procedures under donor funded projects for goods, equipment, services, and consultancies.

KEY DELIVERABLES AND OBJECTIVES OF THE ASSIGNMENT

The Consultant will be responsible for the following deliverables:

- Effective and efficient Management of the procurement process and logistics. Procurement Procedures: From the beginning of the purchase till delivery the items
- Procurement of goods, services and consultancy. Key steps, Challenges and Mitigations.
- Strategic procurement planning; for Donor funded projects to archive organization Objectives. Procurement plan that ensure project timelines related to procurement and deliverable are met as planned.
- Develop skills in strategic sourcing of preferred service providers and consultants.
- Enhance effective, efficient and optimal total procurement costing
- Tracking and analyzing overall purchase
- Procurement fraud; understand how, where and when it occurs, detect, investigate and prepare professional report.
- Preparation of sound technical specification, terms of reference, expression of interest, proposal and other tender documents.
- Procurement evaluation process, conduct of due diligence and preparation of evaluation report.
- Procurement contract management for consultancy, goods and services.
- Appraisal /Supplier Review process
- Good Governance and Ethics in Procurement and logistics management
- Effective Procurement Negotiation skills; technique and tactics
- Risk Based procurement audit and effective responses to audit queries able to minimize external and internal audit queries by providing effective, acceptable and implementable responses.
- Tendering Process: how to advertising, opening it, select vendors. etc
- Physical Assets management and Strategic Inventory control and management
- Procurement Policy and Procedure
- Understand and identify Supply chain risks
- Prepare and implement risk management framework in procurement chain

PREFERRED TIMEFRAME

The training is expected to take 5 days. Tentatively from 10th - 14th August 2020

SKILLS AND EXPERIENCE REQUIRED

Restless Development invites applications from Consultants able to demonstrate the following skills, knowledge and experience:

Essential:

The Trainer should possess the following qualifications and experience:

- Must be Professional Certified of Procurement and Supplies Professional and Technicians Board with proven 5 years of experience in conducting trainings of Procurement and Logistics
- Demonstrated understanding and clear knowledge of procurement in donor funded projects

Desired:

- Highly developed skills in procurement and Logistics
- Must have EFD receipts
- Should have the reference (referees) from other NGOs showing that you have participated in training of Procurement and Logistics

HOW TO APPLY

Submit a detailed technical proposal and financial proposal to jobstanzania@restlessdevelopment.org by 5th August 2020. Your application email should have subject "trainer to procurement unit"

WHAT WE WILL PROVIDE

Restless Development will be responsible for providing stationeries and other toolkits if will be needed

PAYMENT FOR SERVICES

- Restless Development will sign a service delivery contract with the trainer to ensure all terms agreed are taken care by both parties.
- The payment will be in TZS
- The trainer will be liable to 5% deduction to pay for With Holding Tax (WHT)
- The trainer will be paid in 2 installments 50% following the commissioning of work and 50% on after finish the training