



Terms of Reference: Procurement and Contracting Consultant

Key-information about the project:

Name	Procurement and Contracting Consultancy Services at SNV Zambia
Duration	10 th November 2020 – 31st January 2021
Currency of Budget	Zambian Kwacha
Funding agency	SNV Netherlands Development Organisation Zambia Office

Description of the project:

Objective and activities	The Operations Department of SNV Netherlands Development Organisation is looking for short-term Procurement and Contracting Consultant. This short-term assignment will be for a period of two to three months maximum. The focus of the assignment will be on preparation of consultancy and partner agreements, 2021-2022 vendor registration, framework agreements and data base updating among other tasks.
Deliverables	<ul style="list-style-type: none"> - Support for the procurement of goods and services - Vendor list for 2021-2022 - Finalised Framework agreements for 2021-2022 - Finalised consultancy and partner agreements for 2020 - Updated consultancy register - Updated service contract register

Backstopping activities, deliverables and time schedule:

SN	Activities	Deliverables	Schedule
1.	<ul style="list-style-type: none"> • Support the procurement of all 2020 goods and services 	<ul style="list-style-type: none"> • Number of procurements for goods and services 	30 th November 2020
2.	<ul style="list-style-type: none"> • Vendor list for 2021-2022 	<ul style="list-style-type: none"> • 2021-2021 Vendor list. 	Delivered by January 20 th 2021
3.	<ul style="list-style-type: none"> • Framework agreements for 2021-2022 	<ul style="list-style-type: none"> • Final framework agreement list submitted 	30 th December
4.	<ul style="list-style-type: none"> • Finalise all consultancy and partner agreements for 2020 agreements 	<ul style="list-style-type: none"> • Number of consultancy and partner agreements 	30 th November 2020
5.	<ul style="list-style-type: none"> • Updated consultant register 	<ul style="list-style-type: none"> • Updated consultant register submitted 	Delivered By January 30th 2021
6.	<ul style="list-style-type: none"> • Updated service contract register 	<ul style="list-style-type: none"> • Updated consultant register submitted 	Delivered By January 30th 2021

Key Skills required:

Qualifications of the Successful Consultant

1. Education: Advanced university degree in Business Administration, Purchasing and Supply or any related degree.



Experience:

1. A minimum of 10 years of overall working experience in the field of procurement and contracting.
2. Demonstrated experience in preparing consultancy agreements for partners and consultants
3. Demonstrated experience of working with ERP systems such as SAP preferably
4. Demonstrated experience of leading vendor registration processes from start to finish.
5. Prior experience working with donors such FCDO (former DFID), GIZ, SIDA and United Nations is preferred
6. Excellent research, analytical and writing skills.
7. Coaching and monitoring other procurement and contracting officers.
8. Demonstrated ability to work independently and deliver according to schedule.

Recommended: Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- 1) Letter confirming Interest and Availability as well as final rate/ price quotes in ZMK.
- 2) CV indicating related experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- 3) Sample of previous consultancies done in procurement and contracting.
- 4) Please group them into one (1) single PDF document