

## Senior Procurement Specialist

### Process ACS-CI-005-2014

Invest – Honduras also The Millennium Challenge Account - Honduras (MCA-Honduras), a Government Program Management Unit in charge of the “Alianza para el Corredor Seco” (ACS) Project, financed by USAID, GAFSP/World Bank, and other Donors, requires the services of a consultant to fill the position of **Senior Procurement Specialist**.

#### General Profile:

The Senior Procurement Specialist will manage, execute and coordinate tasks related to the procurement of goods, services and civil works for the implementation of the ACS Project. The incumbent shall be fluent in both English and Spanish.

#### Basic Functions of the Position:

- Manage, execute and coordinate tasks related to the procurement of goods, services and civil works for the implementation of the Project.
- Plan, schedule, and prioritize the procurement functions, including plans for the efficient and effective procurement of goods and services.
- Assist in preparation of bidding documents, procurement operations manual, bid challenge system, procurement processes and reporting templates, procurement plans, procurement implementation plans and procurement performance reports.
- Assist in refinement and implementation of contract administration system/s.
- Manage the entire procurement process and execute day-to-day procurement functions such as: verify the technical specifications or terms of reference, prepare and launch tender documents, arrange and facilitate site visits or bidders’ conferences, respond to written queries or requests for clarifications, facilitate evaluation panel, prepare evaluation reports, carry out price reasonableness analysis, facilitate contract negotiations, prepare and award contracts, notify about contract award and conduct debriefing with bidders.
- Provide the contract management services including arranging for proper inspection, ensuring compliance with terms and conditions of contracts, addressing delays, troubleshooting problems, assisting in contract amendments, and ensuring completion of works and delivery of goods.
- Ensure that all approvals and procurements records are kept safely and filed appropriately
- Assist with management and resolution of bid challenges.
- Provide advice on the procurement activities of the Project including reviewing contracts related to procurement of goods, infrastructure works and services.
- Assure that all procurement activities are performed in a fully professional, transparent and ethical manner, and in line with procurement regulations and conditions of the grant and implementation agreement.
- Protect the procurement activity from fraud, waste and abuse, and ensure that procurement processes are undertaken consistent with Honduran law, and the terms of the agreement with Donors/Honduras.

#### Qualifications Required:

1. Relevant Bachelor's Degree, plus specialized education/training in procurement and contracts management.



2. At least 10 years of experience working as a procurement professional in contracts issuance and management.
3. Extensive knowledge and understanding of best practices in procurement procedures, project administration and follow-up, and contract management.
4. Proven experience with international development partners, and the application of procurement guidelines and procedures - especially for multilateral lenders

Applicants who meet the qualifications and experience may send application including the following documents:

- Resume that demonstrate their qualification and experience.
- Names and contact information of three professional references.

The documents should be submitted in MS Word or Adobe PDF format no later than March 10th, 2014 at 5:30 pm. Information may be sent to: [acsprocurement@mcahonduras.hn](mailto:acsprocurement@mcahonduras.hn) or be delivered, in a sealed envelope, to the following address:

**MCA Honduras**  
Edificio Los Castaños, 5to piso, Boulevard Morazán  
Tegucigalpa, MDC, Honduras, C.A.  
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