Terms of Reference (TOR)

Position Title: Procurement Specialist
Program: Rural Economic Growth and Employment Program Upscaling (REGEP-UP)
Location: Program Management and Coordination Unit (PMCU), Amman, Jordan, with frequent travel to targeted governorates
Report to: Program Director
Probation period: Three Months
Duration: 1 year with possibility of extension, subjected to satisfactory annual performance appraisal and availability of the fund
Work Schedule: Full time

I. Background

REGEP-UP is the upscaling phase of REGEP program, funded by IFAD, and implemented by the Government of Jordan. Launched in 2026 for six years, REGEP-UP aims to create employment and income opportunities for vulnerable groups (youth, women, and refugees) while strengthening farmers' resilience to climate change.

The program's overall goal is to reduce rural poverty and nutrition insecurity and enhance household resilience in Jordan's water-scarce context. Its development objective is to improve productivity and incomes of smallholder farmers and generate sustainable employment by supporting value chain actors, including rural MSMEs, and integrating them into resilient agri-food systems.

REGEP-UP focuses on promoting climate-resilient agricultural practices, improving soil and water management, supporting agribusiness development, expanding inclusive finance, and informing policy through data and advocacy. It will be implemented across all governorates of Jordan over six years and managed by JEDCO, with a dedicated PMCU responsible for coordination, management, and monitoring.

Program components:

Resilient and Inclusive Value Chain Development: This component Promotes the adoption of sustainable, climate-resilient practices and technologies to strengthen resilience in water-scarce areas, boost food production and nutrition through family-based food enterprises, and improve smallholders' market access.

Inclusive Rural Finance: This component promotes sustainable, climate-adaptive practices to strengthen resilience in water-scarce areas, improve food production and nutrition, enhance market access for smallholders, and create jobs through value addition in rural SMEs and viable value chains.

Program governance and Policy engagement.

II. **Scope of Work**

The Procurement Specialist will lead all procurement functions of the Program, ensuring transparency, efficiency, and compliance with both IFAD and Government procurement guidelines. This role provides technical guidance and oversight to PCMU staff to ensure timely procurement of works, goods, and services in alignment with Program objectives.

III. Main Tasks and Duties

- Review and update (at least once annually) the procurement strategy.
- Review and provide updates on the PIM as necessary.
- Coordinate No objections on all grant and procurement matters through IFAD OPEN portal (this includes activities of all other I.A.s).
- Participate in AWPB preparation and provide relevant feedback relating to packaging, classification, cost estimation, scheduling, etc.
- Prepare the PPs based on approved AWPB; PPs will be prepared through OPEN.
- Review specifications, requirements, terms of reference, schedules of requirements, etc. to ensure fitness-for-purpose, competitiveness, value-for-money, alignment with needs, alignment with expected quality, etc.
- Prepare/Review announcements, prequalification/shortlisting documents, bidding documents and Calls for Proposals using templates specified in the PIM.
- Manage the advertising process including receipt and answering of clarifications, issuance of addenda and management of pre-bid meetings and site visits.
- Sit in opening and evaluation committees and ensure compliance with evaluation criteria, bidding requirements, Calls for Proposals and PIM provisions.
- Lead on communication with bidders/applicants (in writing) soliciting clarifications on their bids/applications.
- Lead on the preparation of shortlisting, prequalification, and evaluation reports.
- Prepare draft contracts, minutes of discussion, minutes of negotiation, MoUs, MoAs, grant agreements, etc.
- Lead on the receipt and resolution of debrief requests and procurement complaints; prepare debrief and complaint resolution reports.
- Oversee the contract signature process by competently authorized persons.
- Oversee contract period implementation from a contractual perspective including commencement, completion, change management, payment, guarantees, insurances, warranty, etc.
- Review and clear payment requests and prepare necessary documentation for processing.
- Ensure that procurement items are finally handed over to end users who are utilizing the assets for their intended purpose sustainably.
- Ensure that grant beneficiaries are utilizing their grant assets sustainably and for their intended purpose.
- Review and clear change orders or amendments and prepare necessary documentation for signatures.

- Ensure accurate and all-inclusive documentation archiving with indexing for ease of retrieval electronically.
- Contribute to audits, support missions, supervision missions, MTRs, and completion missions and provide necessary documentation; actively engage in addressing procurement audit findings and IFAD mission agreed actions.
- Participate in IFAD-sponsored and other training initiatives on procurement, contract management, etc.
- Flag any doubts or findings of inconsistencies, fraud, mismanagement, corruption, etc. to IFAD's C.D.
- Other tasks as may be assigned by the Program Manager.

IV. Deliverables

The Procurement Specialist will produce high quality reports, and all reports are to be submitted in both English and Arabic. Deliverables include, but are not limited to:

- Updated Procurement Plan;
- Any other reports, as requested by the Program Director.

V. Required Experience and qualification

- Bachelor's degree in business administration, Procurement, Law, Engineering, Economics, Finance, or a related field.
- Preference for a master's degree in procurement management, project management, Economics, or contract management
- At least 10 years of general professional experience in one or more phases of project execution
- Preference for experience in donor-funded projects
- At least 5 years of experience in public or donor-funded procurement in Jordan
- Preference for experience in IFAD, World Bank, EU or UN Agencies
- Very good knowledge of the Jordanian Laws and Regulations on procurement

VI. Languages

- Arabic – fluent
- English – excellent written and spoken

VII. Key Competencies

- Highest levels of ethical standards including a deep understanding of integrity requirements, corruption red-flags, etc.
- Efficient and effective communication skills in both languages (orally and in writing) including the use of computer-aided tools
- Demonstrated ability to ensure full compliance with IFAD, UN, and other donor regulations, delivering timely and transparent procurement outcomes;
- Ability to manage procurement through competitive processes, including: preparing RFPs, managing bid evaluations, or selecting winning vendors;
- Proficiency in MS Office, procurement database with demonstrated ability to produce high-quality technical reports, evidenced by past deliverables in similar projects.