

USAID Climate Resilient Agriculture in the Mekong Delta (CRM)

SCOPE OF WORK

Procurement Senior Officer

1. INTRODUCTION

CRM is a five-year project working to enhance the resilience of the Mekong Delta's communities, ecosystems, and livelihoods. Working across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh, CRM will further strengthen the effective partnership between USAID and the Government of Vietnam (GVN) to support Vietnam's development goals and contribute to U.S. government strategies and targets.

CRM activities are organized within three interconnected objectives and one cross-cutting theme:

- **Objective 1: Strengthen climate change resilience of the most vulnerable populations.** CRM will engage stakeholders to assess and address vulnerability through enhanced climate information services, resilient livelihood and safety net models, improved provincial plans, and increased access to finance.
- **Objective 2: Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.** CRM will take an inclusive participatory approach to identify entry points to support evidence-based transformation of legal and governance frameworks, improve management capacity, and incentivize natural resource conservation.
- **Objective 3: Reduce methane emissions through low-emission and sustainable agriculture practices.** CRM will work with GVN and stakeholders across value chains to assess gaps and opportunities and harness payment for environmental services schemes and other results-based finance mechanisms to reduce intensive rice farming and GHG emissions and drive transformation through a market systems approach.
- **Cross-cutting focus: Develop and implement policies to advance climate actions and biodiversity conservation.** CRM will also work with GVN and stakeholders to enhance development, harmonization, and implementation of policies, as well as to strengthen national and sub-national coordination. CRM will engage key stakeholders to influence and incentivize policy, practice, and behavior in favor of transformation.

CRM will be implemented during the period of 2023-2028 by Winrock International with a consortium of Vietnamese and international partners. GVN counterparts are the Ministry of Agriculture and Rural Development and the Management Board of Forest Projects.

2. POSITION DESCRIPTION

The Procurement Senior Officer is responsible for all aspects of goods and services procurement, including durable goods and consultant services, and for coordinating with other team members to manage office inventory.

CRM will have two Procurement Senior Officers in Hanoi, who will share the workload of overall tasks, as assigned by the Supervisor.

Position location

Based in CRM's Hanoi Project Office.

3. RESPONSIBILITIES

Procurement:

- Exercise primary responsibility for procurement of services including consultants, research surveys, training courses, media and advertising services, designing services, etc.
- Interact with internal and external customers concerning procurement of goods and services, program activities, delivery schedules and contract negotiations.
- Review and prepare all contracts (for products and/or services) to ensure quality standards are met, prior to submitting for review and approval as required by Winrock procedures and local law.
- Work closely with HQ staff to ensure the required procedures and documentation are complete as required by Winrock procedures.
- Ensure proper liquidation and timely payments for all the PO/contracts related to the procurement of all products and services.
- Set up/maintain a filing system for centralized management of all procurement contracts including services, goods and product contracts. Monitor the service contracts' expiry date to ensure appropriate actions are taken in a timely manner.
- Set up a consultant tracking file, and service provider contact list/data.

Office Operations:

- Together with the Senior Procurement Officer, ensure the inventory list of the Hanoi office and any project assets outside the Hanoi office is maintained and updated as required by Winrock policy.
- Together with the Senior Procurement Officer, ensure procured goods are properly tagged and included in the inventory list.

Other:

- Travel to project provinces or to the CRM office in Can Tho may be required.
- Carry out other tasks that may be required from time to time to ensure smooth running of the office and the project.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in a relevant field
- At least 6 years of professional working experience in development project operations, procurement, monitoring and reporting
- Having experience working on USAID-funded projects, with a strong understanding of USAID policies and requirements is a plus
- Excellent communication and organizational skills
- Dynamic, self-motivated, willing to learn, service-oriented and able to work under pressure
- Strong interpersonal skills and ability to work well in a team setting
- Creativity and enthusiasm to tackle new challenges
- Excellent proficiency in written and spoken English
- Fluency in Vietnamese
- Professional use of relevant computer programs (e.g. MS Office, MS Word, MS Excel)

5. SUPERVISOR

The Procurement Senior Officer reports to the Finance and Operations Manager