



POPULATION SERVICES INTERNATIONAL, INDIA

Scope of Work (SOW)

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TITLE: Program Associate (Consultant - Procurement)

LOCATION: Delhi

DEPARTMENT: Procurement

REPORTS TO: Manager - Procurement

ROLE OF: Consultant

SUPERVISES: None

Term of the Contract: 8 months (till December 2024)

Nature of the Contract: Per day engagement

CATEGORY: Shared Services

DATE: 19th April 2024

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Program details:

PSI India implemented program in India with an objective to increase the use of modern methods of contraceptives among the urban poor. The program has completed five years of its implementation in various cities across Uttar Pradesh, Bihar, Jharkhand, Madhya Pradesh and Odisha. Building on the first five years, program will expand in India and will work for the next four-year period in states of Uttar Pradesh, Jharkhand and Bihar across multiple locations. The Program in India will apply the “Lead, Assist and Observe” coaching model to efficiently create sustainable impact through a demand driven model accelerating scale-up in newer geographies. The coaching support will be expanded to state governments of Bihar and Jharkhand with continued support to state Government of Uttar Pradesh to achieve greater self-reliance and to sustain improvements in urban health systems. The program will capitalize the private sector and facilitate the development of private/public partnerships to increase Family Planning(FP) services in urban communities.

Purpose of the Position:

We are looking for an experienced individual to handle the growing responsibility of procurement, which implies integration between the current systems and procedures. The ideal candidate should have a strong background in procurement processes and systems. Additionally, they should possess excellent communication skills to collaborate with various departments and stakeholders.

Responsibilities:

- Communicating with external clients/vendors, to submit the request for proposal.
- Vendor sourcing and focuses on finding the best suppliers.
- Vendor verifications with transparency and accountability
- Vendor Development.
- Creation and maintenance of vendor data base.
- Assist in empanelment of hotels for procurement of regular nature such as trainings and meetings.
- Prepare comparative of the procurements and share with Manager Procurement.
- Draft minutes of procurement meetings and share them with Manager Procurement.
- Ensure completeness of procurement documentation with accuracy and integrity.

- Ensure that set is complete, share with Manager Procurement for uploading on PPMS.
- Assist in preparation of presentation to conduct trainings/ inductions to orient about procurement processes.
- Any other task assigned from time to time.

QUALIFICATION AND EXPERIENCE:

- Post Graduate with 1 - 3 years or Graduate with 3-5 years of experience in working with Procurement & Vendor Management.
- Good working knowledge of MS Office packages.
- Ability to adapt and learn quickly, and progressively take on new responsibilities.
- Ability to maintain confidentiality regarding sensitive information.
- Excellent interpersonal skills & an ability to deal with staff.
- It is mandate for the consultant to use his/her own personal laptop for work.

DESIRED SKILLS:

- Integrity, Maturity, Punctuality
- Ability to work independently
- Multi-tasking ability
- Willingness to learn

Approving Authority (for the work as defined in the Scope of Work):

Manager - Procurement.

Timelines: Monthly

Terms of Payment:

- On the completion of working days as per the timelines
- On submission of the work details on completion
- Monthly

Project Allocation (from where the payment is to be made): TCI NextGen