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Sweden  
Sverige

## Job Description

### Procurement and Compliance Specialist - PRAG

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| <b>Job title</b>              | Procurement and Compliance Specialist - PRAG  |
| <b>Type of contract</b>       | Full time<br>Fixed term – 6 months (renewal of contract subjected to available fund and performance evaluation) |
| <b>Project</b>                | Institutionalization and Establishment of WEFE Hub for MENA   |
| <b>Location</b>               | INWRDAM Office – Amman, Jordan  |
| <b>Report to</b>              | Project Leader  |
| <b>Expected starting date</b> | 13 October, 2024  |
| <b>Announcement date</b>      | 19 September, 2024  |
| <b>Deadline</b>               | 2 October, 2024   |

#### Overview

This ToR outlines the required experience and responsibilities for a PRAG Specialist with extensive experience in international NGOs, EU, and UfM-funded projects, ensuring compliance and financial integrity. The Procurement and Compliance Specialist – PRAG at INWRDAM holds a multifaceted role responsible for leading all procurement activities in compliance with PRAG and EU Grant Agreements' Guidelines, INWRDAM's internal procedures, and relevant donor compliance requirements. This position is pivotal in ensuring the efficient acquisition of goods and services while also facilitating the successful planning and execution of actions.

#### About INWRDAM

The Inter-Islamic Network on Water Resources Development and Management (INWRDAM) is an autonomous, inter-governmental organization established in 1987, operating under the guidance of the Standing Committee on Scientific and Technological Cooperation (COMSTECH) within the Organization of the Islamic Cooperation (OIC). Based in Jordan, INWRDAM functions as a proactive "Think and Do Tank," advancing sustainable water management through policy development, applied research, and regional dialogues. INWRDAM implements solutions through pilot programs, community engagement, policy advocacy, and capacity-building initiatives. It emphasizes policy, applied research, and dialogues to advance ideas, concepts, programs, and policy directions with the goal of informing policymaking and program formulation processes, ultimately shaping the future of water resources development and management.

#### About the WEFE Project depends on the budget line to be allocated

The WEFE Nexus for Sustainable Development for MENA Project is a two-year project implemented by INWRDAM, and is funded by a generous grant from the Swedish International Development Cooperation Agency (SIDA) and the Union for the Mediterranean (UfM). The project targets MENA countries, with a thorough focus on Jordan, Egypt and Lebanon. Recognizing the current state-of-the-practice and the importance of a comprehensive multi-componential approach to addressing problems arising from the limited key resources, including water, energy and food, INWRDAM is keen on adopting, institutionalizing



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and operationalizing the WEFE Nexus approach. It is for this reason that INWRDAM is keen on partnership with the UfM to develop the WEFE Nexus Hub.

The overall objective of this project is to enhance the management of water, energy and food security within the MENA region ensuring socio-economic and environmental sustainability. The **Specific Objectives (SOs)** of the project include the following:

- **SO1:** Improved availability and access to WEFE Nexus approach through Institutionalization of a WEFE Nexus Hub within INWRDAM in a stakeholder participatory process.
- **SO2:** Enhance WEFE Nexus policy development and advocacy.
- **SO3:** Build Capacities in the MENA region in WEFE Nexus approach.
- **SO4:** Test of WEFE Nexus approach concepts through pilot projects.

### Responsibilities

- Ensure all procurement and financial processes comply with EU PRAG guidelines, INWRDAM's internal regulations, and international standards, while maintaining cost-effectiveness and timely delivery of goods and services.
- Manage the entire procurement cycle, including drafting terms of reference, preparing tender dossiers, evaluating bids, selecting vendors, negotiating contracts, issuing purchase requests, and monitoring contract expenditures, ensuring all procedures align with EU and UfM regulations.
- Prepare, maintain, and upload comprehensive records of procurement transactions, financial activities, and event logistics, ensuring transparency, accurate reporting, and compliance with EU and UfM requirements as well as record-keeping standards.
- Develop procurement plans in coordination with the Project Leader and Finance team, oversee their implementation, and track expenditures, taking corrective action when necessary to ensure the successful execution of project activities.
- Provide training and technical assistance to staff to enhance their understanding of PRAG and other procurement and financial standards, ensuring compliance and improving internal processes.
- Identify and mitigate financial and procurement risks, developing strategies to address potential issues, and continuously evaluate supplier performance to ensure reliability, quality, and timely delivery of products and services.
- Plan and coordinate logistics for workshops, events, and seminars, including venue selection, transportation, accommodation, catering, and equipment rentals, working closely with the INWRDAM team, stakeholders, and vendors to ensure high-quality service delivery within budgetary constraints.
- Establish and maintain strong relationships with suppliers and vendors, ensuring timely and accurate delivery of goods and services, and keep an up-to-date contractor and purchase list for future procurement activities.

### Qualifications

- Bachelor's degree in finance, business administration, supply chain management, or relevant field is required. A Master's degree in a relevant discipline is preferred but not mandatory. Equivalent professional experience will also be considered.



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- At least 10 years of proven experience in procurement and compliance in a similar role with International NGOs or institutes.
- Proven experience working on EU-funded and UfM-funded projects, particularly in procurement and financial management.
- In-depth knowledge of EU PRAG guidelines and procedures is mandatory.
- At least 4 years working on public procurement and compliance senior roles in projects funded by EU countries. Solid knowledge of PRAG and EU compliance requirements is mandatory.
- Excellent organizational, analytical, and problem-solving skills, with the ability to manage multiple tasks and priorities effectively.
- Excellent communication and interpersonal skills, with the ability to collaborate with diverse stakeholders and negotiate favorable terms with suppliers/vendors.
- Ability to work independently and as part of a team, with a proactive and solutions-oriented approach to work.

### Skills

- Strong understanding of international procurement rules and regulations.
- Proficiency in drafting and managing complex contracts, tenders, and budgets.
- Ability to manage multiple tasks and meet deadlines.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Strong reporting skills.
- Ability to work in a team, and independently.
- Fluent in Arabic and English languages, writing, speaking and listening.
- Adaptability and flexibility.
- Vendor relations and negotiation.
- Analytical and problem-solving abilities.