

### ***Job Description – Procurement Specialist***

The Procurement Specialist shall act on behalf of Millennium Challenge Account Morocco II (MCA-Morocco) to provide a broad range of procurement management services that are requested by MCA-Morocco to implement the activities of the Morocco II Compact funded by the Millennium Challenge Corporation (MCC). The Procurement Specialist will perform their duties and fulfill the obligations hereunder with all due diligence and efficiency in accordance with generally accepted professional standards and sound management practices. The Procurement Specialist shall make their entire working capacity, professional knowledge, and experience exclusively available to Cardno for this assignment. The Procurement Specialist will ensure that procurement activities are conducted in strict compliance with the principles, rules, and procedures set out in the MCC Program Procurement Guidelines, Morocco Compact II Agreement, and any Supplemental Agreements with respect to Compact funded activities. The Procurement Specialist will comply with MCA-Morocco's Procurement Operations Manual, and other policies and procedures implemented by Cardno. The Procurement Specialist will assume all responsibilities as is customary in performing the duties of the Procurement Agent, including the following:

1. Assist with the administration of the procurement activities involving the acquisition of goods, services and construction works on the local, regional or international markets, encompassing but not limited to the following:
  - a. reviewing and updating Terms of Reference and Technical Specifications received from MCA-Morocco;
  - b. drafting Bidding/Proposal documents;
  - c. preparing Letters of Invitation/Request for Quotations (including contracts/purchase orders);
  - d. overseeing of the evaluation process and drafting the evaluation reports, contracts and minutes of contract negotiations; and
  - e. ensuring all procurements are carried out in accordance with MCC Program Procurement Guidelines.
2. Follow up with MCA-Morocco and MCC (if required) on procurement documents approval in order to ensure the timely processing of procurement actions according to the approved procurement plan.
3. Assist the Procurement Agent team with advertising, correspondence, bid receipt and bid opening of all procurements, strictly in accordance with agreed procurement procedures.
4. Monitor and report on procurement implementation status and progress of ongoing contracts.
5. Assist in the preparation, reviewing, clearing and advertisement of the General Procurement Notice.
6. Assist in maintaining a database of companies expressing interest in MCA-Morocco projects.
7. Assist in submission of Letters of Invitation, Request for Proposals, Bidding Documents and other related procurement documents to the interested companies.
8. Follow up with MCA-Morocco on publication of all procurement documents on the MCA-Morocco website and on any other agreed websites in accordance with the established procurement procedures.
9. Maintain procurement and contract administration files.
10. Contact suppliers to ensure timely delivery of contracts, goods, etc.
11. Support with developing project reports (monthly, quarterly, annual, Procurement Performance Report, data call requests, weekly status reports, presentations, etc.).
12. Perform additional tasks assigned by the Project Director, Manager and/or the Procurement Agent Manager, and support the Procurement Agent team in all procurement and contract administration issues as required.