



SCOPE OF WORK
TECHNICAL PROCUREMENT/GRANT ADMINISTRATIVE OFFICER

BASE OF OPERATIONS: Dhaka, Bangladesh

Background:

DAI, an international consulting firm based in the United States, is currently accepting applications from candidates for a Grants Officer position to support the U.S. Agency for International Development (USAID) Agricultural Value Chains Project in Bangladesh (AVC). To ensure improved food security in Bangladesh, AVC is working with local businesses and organizations to strengthen agriculture value chains in Feed the Future (FtF) regions of Bangladesh. The goal of this project will be achieved through broad-based economic governance, which enhances long-term food security by applying a market systems approach. The project will target 20 districts comprising the Southern Delta.

Procurement Responsibilities and Tasks:

- Identifying potential procurements with the technical teams and create procurement pipelines and projections.
- Assist Procurement Team in administering large threshold contracts depending on time capacity and need as defined by Finance and Grant Manager
- Assist in the development of Technical Request for Proposals/Quotations and submit to Operations Specialist for review;
- Assist Finance and Grant Manager to request and receive proposal/quotations according to established DAI policies and procedures for different value thresholds;
- Prepare Technical Bid Comparison Matrix and participate in subsequent review processes;
- Assist in the development of Technical Purchase Orders/Subcontracts, and edit and submit proposals to the Finance and Grants Manager for consideration and approval, and prepare subsequent contracts for signature;
- Ensure that vendors receive and understand relevant DAI policies, procedures and reporting requirements;
- Prepare Goods Delivery Receipt forms for technical goods;
- Maintain vendor relationships, contacts, and pre-qualification lists;
- Monitor the implementation progress of each technical purchase order/subcontract, ensuring that implementation is carried out in a non-partisan manner and that all outputs as stated in the agreement are achieved;



Knowledge Management and Teamwork Roles and Responsibilities

- Actively participate in AVC knowledge sharing and learning events and meetings
- Engage and facilitate team work in the technical and operational aspects of this job
- Participate in quarterly portfolio review processes
- Actively share your knowledge and skills with other team members via sharing, exchanges and trainings.
- Draft grant agreements for signature by the Chief of Party or his/her designee and ensure that all associated documentation such as the Proposal Competition, Financial Capabilities questionnaire and Grant Negotiation memos have been completed by the relevant parties;
- Draft grant-related correspondence (letters of receipt, issue letters, rejection letters, close-out letters etc.);
- Collect, monitor and manage grant finances including budget tracking for grant disbursements, monitor cash-flow, collect and review receipt/payment vouchers and supporting documents, and coordinate monthly/quarterly financial reports;
- As necessary, perform site visits to monitor Grantee's Performance;
- Ensure post-award management provided in accordance with the relevant regulations, including but not limited to reporting, audits, etc in accordance with USAID directives and policies for value chain grants;
- Maintain grant files and ensure they include all necessary documentation, including proposal and competition records, client approvals, implementation and monitoring reports, grantee final reports, deliverables, and closeout documentation are on file;
- Participate in the archiving of grants, ensuring that implementation documents, including clearances, agreements and contracts, amendments and final reports, are prepared for archiving; and
- Coordinate and ensure support to the reviewers and provide full cooperation to the internal and external review teams and their tasks, and;
- Other duties as assigned by the Grants and Finance Manager which are consistent with the overall focus of the Project.

QUALIFICATIONS

- Minimum 3 years' experience with similar development programs or projects;
- Bachelor's degree, Master's preferred, in relevant field;
- Relevant experience working on donor-funded projects in a related role highly preferred;
- Excellent written and verbal communication skills required;
- Fluent in Bangla;

- Internal knowledge of BAVC preferred.



REPORTING

The Technical Procurement/Grant Administrative Officer will be based in Dhaka office and will report to the Grants Specialist with a dotted line reporting structure to the Operations Specialist and works side by side with the operations, market systems value chain, procurement and technical teams.