



**Centre for Environment and Development
for the Arab Region and Europe**

Terms of Reference

Assignment Title:	Procurement Specialist
Organization:	Centre for Environment and Development for the Arab Region and Europe (CEDARE)
Duty Station:	Home-Based with coordination as required
Duration:	TBD - Maximum of 10 Days Level of Effort
Contract Type:	Short-term Consultancy

1. Background

CEDARE is implementing Environmental Information Systems (EIS) capacity-building activities that require the procurement of high-performance laptops to support geospatial analysis, GIS applications, data management, and environmental information system operations.

To ensure a transparent, competitive, and well-documented procurement process, CEDARE requires a qualified Procurement Officer to support the solicitation, evaluation, documentation, and handover process for the procurement of the required equipment.

2. Position Overview

The Consultant will be responsible for supporting the procurement process for EIS laptops from qualified suppliers.

The assignment will include:

- Supporting preparation and issuance of the Request for Quotation (RFQ)
- Reviewing compliance of submitted proposals
- Supporting technical and financial evaluation processes
- Preparing procurement documentation and recommendations

The work will be implemented in close coordination with the CEDARE project.

3. Key Duties and Responsibilities

A. Procurement Planning and Preparation

- Review procurement requirements
- Support preparation and finalization of procurement documents
- Assist in identifying potential suppliers



Centre for Environment and Development for the Arab Region and Europe

- Ensure procurement procedures are implemented in accordance with CEDARE requirements

B. Vendor Coordination and Solicitation

- Coordinate issuance of RFQs to potential suppliers
- Monitor receipt of offers through the designated procurement email account

C. Compliance Review

- Review supplier eligibility documents in coordination with Botswana team.
- Verify completeness of submitted offers
- Review legal and registration documents submitted by suppliers
- Prepare supplier compliance checklist

D. Technical and Financial Evaluation Support

- Compile technical and financial offers received
- Prepare comparative analysis and evaluation matrices
- Support technical and financial review meetings
- Document evaluation results and recommendations

E. Procurement Documentation

- Prepare procurement memoranda and supporting documentation
- Support preparation of selection committee reports
- Maintain complete procurement records and filing systems
- Ensure all procurement documents are properly archived

F. Contracting and Delivery Follow-Up

- Verify receipt of warranty documentation and supporting certificates
- Assist with procurement close-out documentation

4. Reporting and Deliverables

The Consultant shall prepare the following outputs:

1. Vendor Solicitation Records

- Records of quotations
- Clarification responses and correspondence log

2. Compliance Review Report



Centre for Environment and Development for the Arab Region and Europe

- Supplier eligibility assessment
- Compliance checklist and supporting documentation review

4. Evaluation Package

- Technical comparison matrix
- Financial comparison matrix
- Evaluation summary and recommendations

5. Final Procurement File

- Complete procurement documentation
- Procurement memorandum
- Selection committee inputs and award recommendation

6. Handover documentation

- Prepare and coordinate the equipment handover documentation, including delivery notes, warranty certificates (if applicable), serial number records, asset registration details, and signed handover forms by the receiving institution.

7. How to Apply

- ❖ Interested candidates should submit their CV and any supporting documents via email to: hrcedare@gmail.com
- ❖ Please indicate the following subject line in the email: **“Application for Procurement Specialist/Consultant - CEDARE”**
- ❖ Application deadline: **Thursday, July 16, 2026 – 5:00 PM (Cairo Local Time)**
- ❖ Only shortlisted candidates will be contacted.