

ANNEX A
Terms of Reference

PO XXXX Procurement of Motorbikes and Bicycles for the Justice for Vulnerable Groups Programme

Procurement Supplier – AECOM
Supplier ID 53127

1. Introduction

DFID Malawi through the JVG Programme would like to procure a large consignment of bicycles and motorbikes for two of its partners, CCJP and Judiciary for effective delivery of the programme. JVG supports vulnerable groups in society by supporting mechanisms at community, district and national level to prevent violence against women and children and to strengthen the traditional and formal justice systems to be more accountable and responsive to women, children and detainees.

2. Objectives of the Assignment

The Procurement Supplier overall role is to assist the JVG Programme in procuring items which will be used by Implementing Partners (IPs) namely CCJP and PASI. The Procurement Supplier will demonstrate that its technical and commercial capacity will deliver Value for Money in all manner of procurement under the management of this programme.

3. The Scope

The Procurement Supplier will be responsible for the effective procurement, management, and coordination and monitoring of the delivery of the assets. That will include coordinating closely with the DFID Malawi JVG Programme Manager and with the DPO to ensure the goods are delivered in a timely and efficient manner. Specifically, the scope of this assignment covers:

- 60 motor bikes for the Judiciary
- 3,200 bicycles for CCJP

The Procurement Supplier is expected to execute the above with due consideration to the following:

- 3.1 Identification of appropriate and experienced suppliers through the best procurement process that would lead to the achievement of best value for money.
- 3.2 Provision of clear explanations to DFID in the form of an evaluation report, detailing the evaluation criteria that were used in the selection of suitable suppliers.
- 3.3 Supervision and management of the timely delivery of the vehicles and motorbikes for the effective and efficient implementation of the JVG programme.
- 3.4 Fiduciary discharge on behalf of DFID which would include processing payment as and when services have been delivered to a satisfactory standard by the supplier. This includes mitigating the risk of miss-specification and late delivery.

- 3.5 Ensure broad project adherence to the estimated budget with significant deviations having to be authorised by DFID-Malawi

4. Recipient

DFID requires the Supplier to provide the Services to the JVG Programme in Malawi which is being funded by DFID (“the Recipient”).

5. DFID Officials

5.1 The Project Officer is: [REDACTED]

5.2 The Contract Officer is: [REDACTED]

6. Commencement and Duration of the Services

The Supplier is expected to provide the goods no later than 10th February 2017.

7. Methods and deliverables

- 7.1 The Procurement Supplier will provide a dedicated Procurement Coordinator, who will coordinate the effective management and monitoring of the programme with DFID.
- 7.2 Clear communication channels and/or approval processes will be established between the Procurement Supplier and DFID.
- 7.3 A variety of considered solutions to programmatic and management challenges, identifying the advantages and disadvantages of each course, will be presented to DFID for final decision making, as and when necessary.
- 7.4 DFID including Malawi Programme Manager will be kept informed of all relevant issues that are likely to affect the implementation of the programme.
- 7.5 The Procurement Supplier will also:
 - 7.5.1 Meet with DFID and agree in writing on the exact needs and specifications of the requirements in line with the project proposal and the realistic estimated cost. Specifications are attached in Annex B.
 - 7.5.2 Agree in writing with DFID an implementation plan that clearly defines the procurement processes/stages of securing the various items and services and a realistic delivery time table.
 - 7.5.3 Agree in writing the roles and responsibilities of DFID and the Procurement Supplier in the implementation of the project.

8. Financial Management

- 8.1 Payments will be linked to satisfactory delivery of all the goods. An invoice will be submitted to DFID after DFID’s approval
- 8.2 The Procurement Supplier fees will be a percentage of the value of the procured items.

- 8.3 An inventory of all assets procured under the programme will be maintained and shared by the Procurement Supplier and DFID.
- 8.4 At the end of the process, once procurement has been concluded, DFID Malawi will have full discretion of how best to handover the assets and any related asset management agreements with the partners in line with DFID policy.

9. Reporting

The Procurement Supplier will report to DFID and provide the following:

- 9.1 Agreed business needs and specifications of equipment and machinery with the JVG programme within two weeks of signing the contract.
- 9.2 Project implementation plan agreed and signed with the JVG programme clearly defining the roles and responsibilities of each party. This should be produced within a month after signing the contract.