

## Terms of Reference – Procurement Consultant

### I. Position Information:

Title:	Procurement Consultant
Type of contract:	Service Contract/ Short Term
Duration:	6 weeks
Duty Station:	Cairo, Egypt
Start Date:	May 1 <sup>st</sup> , 2025

### II. Habitat for Humanity Egypt:

**Habitat for Humanity International (HFHI)**, is an international non-governmental, not for profit organization founded in 1976 in the USA and currently operates in more than 70 countries worldwide. It works together with families, local communities, volunteers and partners from around the world so that more people can live in affordable and safe homes.

**Habitat for Humanity Egypt (HFHE)** is a branch of HFHI. It started operating in Egypt in 1989 to support low-income and vulnerable communities to secure adequate, safe, and healthy homes through housing solutions and services that are implemented in collaboration with strategic and local implementing partners. To date it has helped more than 43,000 families in 40 communities in 5 governorates in Egypt to improve their homes and their living conditions.

### III. Consultant's Role:

Habitat for Humanity Egypt (HFHE) seek to engage a Procurement Consultant to support meeting the emerging organization's procurement needs especially in the area of home construction and rehabilitation. The **Procurement Consultant** will be responsible for assessing, developing, a comprehensive procurement system aligned with **Habitat for Humanity International (HFHI) and Habitat for Humanity Egypt (HFHE) policies**, while ensuring compliance with local legal frameworks. This role involves streamlining procurement processes, creating standardized documentation, training staff, and enhancing procurement efficiency through best practices and policy alignment.

### IV. Expected Tasks:

The consultant is expected to conduct the following tasks:

- Assess the existing procurement processes and identify gaps.
- Develop a standardized procurement system, including policies, procedures, and workflows, this includes a special focus on housing construction / renovation procurement.
- Ensure alignment of the procurement system with HFHI and HFHE policies.
- Integrate local legal and regulatory requirements into the procurement framework.
- Develop comprehensive procurement documentation, including templates for tenders, contracts, purchase orders, risk assessments and evaluation reports.
- Develop tools to monitor and/or audit procurement processes in case they are managed by implementation partners.

- Train key staff on the new procurement system and its implementation.
- Provide recommendations for digital solutions, if applicable, to enhance procurement efficiency.
- Develop and document the end-to-end process for establishing a database of pre-qualified vendors and service providers.

#### **V. Deliverables:**

- A detailed assessment report on current procurement practices.
- A fully documented procurement policy and procedures manual.
- Standardized templates for procurement documentation.
- Monitoring and audit tools of implementing partners procurement processes
- Training sessions and materials for staff capacity building.
- A comprehensive process document and SOPs for vendor pre-qualification and database management.
- A final report summarizing the implementation process and recommendations for sustainability.

#### **VI. Estimated Level of Effort:**

The above tasks are expected to be finalized in 6 weeks with an estimated level of effort (LoE) of 14 days as per the following table of deliverables:

	Phase	Tasks	Estimated Level of Effort (LoE)	Milestones
1	<b>Phase 1: Assessment (Weeks 1)</b>	<ul style="list-style-type: none"> <li>- Conduct an in-depth assessment of current procurement processes.</li> <li>- Identify gaps and inefficiencies in procurement practices.</li> <li>- Review HFHI, HFHE, and local legal policies for compliance.</li> </ul>	<b>2 working days</b>	<b>Milestone 1:</b> Completion of a detailed assessment report with findings and recommendations.
2	<b>Phase 2: Policy &amp; Procedure Development (Weeks 2-3)</b>	<ul style="list-style-type: none"> <li>- Develop a <b>comprehensive procurement policy and procedures manual</b>.</li> <li>- Align procurement policies with <b>HFHI, HFHE, and local regulations</b>.</li> <li>- Draft procurement workflows and approval processes.</li> <li>- Define roles and responsibilities in procurement.</li> </ul>	<b>7 working days</b>	<b>Milestone 2:</b> Submission of a fully documented procurement policy and procedures manual.
3	<b>Phase 3: Documentation Standardization</b>	<ul style="list-style-type: none"> <li>- Develop <b>standardized templates</b> for procurement documents, including <b>purchase requests, tenders, bid</b></li> </ul>	<b>2 working days</b>	<b>Milestone 3:</b> Finalized and approved set of procurement templates.

	(Week 5)	<b>evaluations, contracts, risk assessment and purchase orders.</b> - Ensure templates align with <b>compliance and audit requirements.</b> - Develop <b>monitoring and audit tools</b> to be used with implementing partners. -A comprehensive <b>process document and SOPs for vendor pre-qualification</b> and database management.		
4	<b>Phase 4: Staff Training &amp; Capacity Building (Week 6)</b>	- Conduct <b>training sessions/workshops</b> for staff - Provide hands-on guidance on using the new procurement system.	<b>2 working days</b>	<b>Milestone 4:</b> Completion of training session
5	<b>Phase 5: &amp; Final Reporting (Week 6)</b>	- Prepare a <b>final report summarizing implementation, challenges, and sustainability recommendations.</b>	<b>1 working days</b>	<b>Milestone 5:</b> Submission of the final report, including sustainability recommendations and next steps.
	<b>Total</b>			<b>14 days</b>

## VII. Required Skills & Competencies:

- A degree in Procurement, Supply Chain Management, Business Administration, or a related field.
- At least 10 years of experience in procurement system development and implementation.
- Strong expertise in policy documentation and staff training.
- Previous experience on managing procurement of construction services.
- Experience working with NGOs or international organizations is an asset.
- Demonstrated ability to transfer knowledge to diverse audiences through training and mentoring.
- Excellent command in writing and editing documents in English and Arabic.
- Active support of **HFHI Values**:
  - Humility** – We are part of something bigger than ourselves
  - Courage** – We do what’s right, even when it is difficult or unpopular
  - Accountability** – We take personal responsibility for Habitat’s mission
- **Safeguarding:** HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct

#### **IV. Application Procedures:**

Interested consultants are invited to submit a proposal consisting of the following components:

**1. Technical Offer (60%):**

- A brief description of the consultant's understanding of the assignment and proposed approach/methodology.
- Work plan and timeline for completing the tasks and deliverables outlined in this ToR.
- Relevant experience in procurement system development, especially within the housing construction/renovation sector.
- CV of the consultant highlighting relevant qualifications and previous assignments.
- Examples or samples of similar work conducted (if applicable).

**2. Financial Offer (40%):** indicate the daily rate.

Applications should be submitted by mail to [hr@habitategypt.org](mailto:hr@habitategypt.org) with the **subject "Procurement Consultant" by April 23, 2025**

Please note that only shortlisted candidates will be contacted.