

Terms of Reference (ToRs)

External Consultant - Procurement Policy Review and Development

Location: Remote

Duration: 2 months, subject to adjustment based on project needs.

Reporting to: Director of Operations

1. Background

The NCD Alliance (NCDA) is a global civil society network committed to advancing the prevention and control of noncommunicable diseases (NCDs) worldwide. As part of our commitment to strengthening governance and operational excellence, NCDA is enhancing its internal controls by developing robust procurement policies and procedures. This policy aims to ensure transparency, cost-effectiveness, and ethical sourcing with our procurement processes, in full alignment with EU sanctions and best practices.

2. Objective

To develop NCDA's official procurement policy and related procedures, ensuring they are fit for purpose, compliant with relevant regulations as per the background, aligned with donor expectations, and supportive of efficient, ethical procurement practices across all NCDA activities.

3. Scope of Work

- Develop NCDA's Procurement Policy with updated rules, regulations and procedures against EU sanctions (eg. vendor evaluation forms, procurement plans).
- To develop a list/register of all procurements performed per year, to ensure adequate follow-up and quality checks.
- Screen all their suppliers against the EU sanctions list to ensure compliance with audit conditions.
- Implement due diligence check on potential suppliers as part of the procurement process
- Clarify routine regarding how to document the rationale behind selection of suppliers within the procurement process.
- Clarify the policy regarding how to demonstrate value in the procurement process.

4. Required Qualifications

- Background in Procurement, Finance, Law, or related field.

- At least 7 years of experience in procurement or operations policy, preferably with NGOs and donor-funded organisations.
- Demonstrated understanding of procurement best practices, donor compliance and ethical sourcing.
- Strong policy drafting, stakeholder engagement, and training skills.
- Excellent command of English (spoken and written).

5. Application Process

Please email the following to move@ncdalliance.org

- Proposal outlining the approach
- CV highlighting relevant experience