

# Contents

---

<b>1. Assist With Procurement Planning</b>	
1.1 Contribute to establishing procurement requirements according to project objectives .....	8
1.2 Contribute to developing procurement-management plan and documentation .....	15
<b>2. Contribute to the Supplier Selection Process</b>	
2.1 Gather and evaluate information on potential suppliers .....	20
2.2 Make recommendations to assist in the selection of preferred suppliers .....	24
2.3 Contribute to establishing agreed terms and conditions with preferred suppliers .....	27
2.4 Assist relevant personnel in establishing and checking that relevant stakeholders perform agreed terms .....	29
2.5 Assist in developing contractual documentation .....	31
<b>3. Conduct Procurement Activities</b>	
3.1 Test and accept supplies to ensure they are fit for purpose in both quality and suitability .....	40
3.2 Undertake procurement activities and maintain information in line with reporting, confidentiality and audit requirements .....	43
3.3 Receive, reconcile and register supplies according to established procedures ...	45
3.4 Monitor and control suppliers according to contractual supply documentation .....	47
<b>4. Assist in Finalising Procurement Activities</b>	
4.1 Assist in finalising procurement agreements .....	50
4.2 Assist in review of project outcomes using available records to determine effectiveness of procurement activities .....	53
4.3 Contribute to identifying lessons learned and possible improvements to procurement management .....	55
<b>Unit Review</b> .....	57