

#	CRITERIA	MAX Points	Points Awarded	Comments
1.	Specific Qualifications of the Candidate Relevant to the Assignment as Outlined in Terms of Reference:	25		
1.1.	Undergraduate degree in Management Studies, Business Administration, Public Sector Management or equivalent qualification and training	15		
1.2.	Training in GOJ Procurement Policies, analyzing asset movements and inventory management	10		
2.	Specific Experience of Candidate as Described in the Terms of Reference	25		
2.1.	Years of experience in purchasing, preparation of Tenders, and negotiating contracts for goods and services. a) 5 or more years – 10 points b) 2 - 4 Years – 5 points c) 0 - 2 Years – 1 point	10		
2.2.	Years of Experience working with Public Sector in control and procedural management of assets to include materials and equipment a) 5 or more years – 5 points b) 2 - 4 Years – 5 points c) 0 - 2 Years – 1 point	5		
2.3.	Proven Track Record of working effectively within Multi-disciplinary teams a) Excellent – 5 b) Good – 3 c) Satisfactory –1 d) Poor – 0	5		
2.4.	Working Knowledge of GOJ's eProcurement Portal a) Excellent – 5 b) Good – 3 c) Satisfactory – 1 d) Poor – 0	5		
3.	Problem Solving and Knowledge of GOJ and International Funding Partners Guidelines:	20		
3.1.	Evidence of good judgment exercised – using response from interview questions	5		
3.2.	Demonstrated the ability to design innovative solutions and solve problems on the job	5		
3.3.	Knowledge of GoJ and funding partners procedures and guidelines	5		
3.4.	Teamwork – demonstrated the ability to work well in team and with superiors, peers, and reporting staff	5		
4.	Customer Service, Time Management and Interpersonal Skills:	20		
4.1.	Communication – articulates ideas clearly. Working level fluency in local language(s)/knowledge of local culture.	8		
4.2.	Demonstrated the ability to manage time independently and work efficiently	8		
4.3.	Demonstrated ability to be customer focused	4		
5.	Professional References which indicates successful completion of similar work (2 references)	10		
	TOTAL POINTS	100		