

## **SUMMARY**

Mr Manasseh Pasi is a procurement expert, having served with FHI360/ZPCTII project as Procurement Officer for 10 years. Mr Pasi has a rich procurement background having worked for various Non-Government Organization (NGOs) that include Jhpiego as Procurement Officer, Abt Associates Inc. as Procurement Specialist. Currently Mr Pasi is working as Procurement Manager for USAID DISCOVER HEALTH project overseeing all procurements for the entire project. Mr Pasi has a Master of Science Degree in Supply Chain Management from University of Bolton (United Kingdom), Graduate Diploma in Purchasing and Supply and an Associate Member of Chartered Institute of Purchasing and Supply (CIPS). Mr. Pasi is result oriented, self-driven, highly motivated, smart and hungry to learn new technologies, methodologies, strategies and processes. He is a core expert in purchasing and supply of good and services with the organization formulated rules and regulation, procedure and processes. Finally, Mr. Pasi has vast experience in both public and NGO procurements (USAID).

## **PERSONAL**

Married  
Born: September 18, 1977  
Languages: English, Nyanja, Tonga, Lozi  
& Bemba

## **CORRESPONDENCE**

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## **HOME ADDRESS**

Plot 1382  
Libala South, water works area, Lusaka,  
Zambia

## **ACADEMIC QUALIFICATION**

### **COLLEGE**

- MSc Supply Chain Management - University of Bolton, UK.
- Professional Diploma in Procurement and Supply- Chartered Institute of Purchasing and Supply (CIPS) - level 6
- Advanced Diploma – Chartered Institute of Purchasing and Supply (CIPS) - Level 5
- Advanced Certificate – Chartered Institute of Purchasing & Supply (CIPS) Level 2
- Certificate – Chartered Institute of Purchasing & Supply (CIPS) Level 1
- Diploma – Records Management (ICM) – 2007
- Certificate in Information Technology – 2000
- Certificate in Video Editing – 2006

### **SHORT COURSES**

- USAID rules and regulations (Administration and finance compliance) – 2008
- Cost Principles USAID (online) - 2010

### **SECONDARY SCHOOL**

- School Certificate of Education – December 1996

### **PROFESSIONAL MEMBERSHIP**

- MCIPS
- Associate Member of Chartered Institute of Purchasing & Supply (CIPS), UK
- Diploma Member of Chartered Institute of Purchasing & Supply (CIPS), UK
- Associate Member of Institute of Commercial Management (ICM), UK
- Corporate Member of Zambia Institute of Procurement & Supply (MZIPS), Zambia

### **EXPERIENCE BACKGROUND**

#### **Procurement Manager (Head) – USAID DISCOVER Health Project – 1<sup>st</sup> September, 2019 to date**

- Coordinating all project procurement, ensuring transparency and process integrity in accordance with USAID regulations, JSI Corporate policies and procedures and local laws:
- Coordinate and monitor DISCOVER procurement processes, and coordinate day-to-day procurement functions: conduct market analysis, verify technical specifications or terms of reference, prepare and issue tender documents, arrange and facilitate site visits or bidders' workshops, respond to written queries or requests for clarifications, facilitate procurement committees, prepare evaluation reports, carry out price analysis, facilitate award negotiations, prepare contracts, notify regarding contract award, and conduct debriefings with staff and suppliers;
- Ensure consistent implementation of all JSI operational policies/standards, as well as donor rules and regulations across DISCOVER;
- Provide substantive input to the DISCOVER work plan on the procurement strategy, establish priorities, and execute the implementation of procurement plan.

- Act as a resource person to all DISCOVER staff for procurement related inquiries; and provide regular training to staff to ensure awareness with JSI/DISCOVER policy and procedures
- Supervise DISCOVER Procurement staff which currently include a Procurement Specialist and a Procurement Assistant.
- Promote teamwork and collaboration by providing staff with clear direction, objectives and guidance to enable them to perform their duties responsibly, effectively and efficiently, and in compliance with USAID and JSI policies and procedures;
- Update vendor lists for common procurements (preferred vendors, pharmaceuticals, etc.) and streamline vendor-preferred procurements, as applicable ;
- Monitor supplier performance and follow up with suppliers on performance issues as needed;
- Manage, monitor and implement all USAID DISCOVER Health project contracts, agreements, Service level agreement and MoUs.
- Maintain an up-to-date tracking sheets to ensure all purchase commitments to suppliers are logged;
- Ensure the procurement department is audit-ready at all times by maintaining a detailed and organized filing system;
- Update standard operating procedures as necessary; identify any policy changes and discuss with Supervisor and Home Office team;
- Monitor, analyzing, and facilitating discussion around project procurement information;
- Travel to regional field offices for procurement oversight to support decentralization, and conduct regular monitoring and compliance support.
- Liaise with the JSI/Boston Home Office staff on procurement related activities in accordance policy and procedures;

## **Senior Procurement Specialist (Head) – USAID DISCOVER Health Project – 3<sup>rd</sup> April, 2018 to 1<sup>st</sup> September, 2019**

- Coordinating all project procurement, ensuring transparency and process integrity in accordance with USAID regulations, JSI Corporate policies and procedures and local laws:
- Coordinate and monitor DISCOVER procurement processes, and coordinate day-to-day procurement functions: conduct market analysis, verify technical specifications or terms of reference, prepare and issue tender documents, arrange and facilitate site visits or bidders' workshops, respond to written queries or requests for clarifications, facilitate procurement committees, prepare evaluation reports, carry out price analysis, facilitate award negotiations, prepare contracts, notify regarding contract award, and conduct debriefings with staff and suppliers;
- Ensure consistent implementation of all JSI operational policies/standards, as well as donor rules and regulations across DISCOVER;
- Provide substantive input to the DISCOVER work plan on the procurement strategy, establish priorities, and execute the implementation of procurement plan.
- Act as a resource person to all DISCOVER staff for procurement related inquiries; and provide regular training to staff to ensure awareness with JSI/DISCOVER policy and procedures
- Supervise DISCOVER Procurement staff which currently include a Procurement Specialist and a Procurement Assistant.
- Promote teamwork and collaboration by providing staff with clear direction, objectives and guidance to enable them to perform their duties responsibly, effectively and efficiently, and in compliance with USAID and JSI policies and procedures;
- Update vendor lists for common procurements (preferred vendors, pharmaceuticals, etc.) and streamline vendor-preferred procurements, as applicable ;
- Monitor supplier performance and follow up with suppliers on performance issues as needed;
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- Maintain an up-to-date tracking sheets to ensure all purchase commitments to suppliers are logged;
- Ensure the procurement department is audit-ready at all times by maintaining a detailed and organized filing system;
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- Liaise with the JSI/Boston Home Office staff on procurement related activities in accordance policy and procedures;

## **INNOVATIONS**

- Designed Goods Received Note (GRN) and Delivery Note for USAID DISCOVER Health project
- Drafted Standard Operating Procedures (SOPs) for tender box for USAID DISCOVER Health Project.
- Designed Purchase Request (PR) tracker.
- Designed workflow chart for USAID DISCOVER Health Project.
- Designed transfer of property form.

## **Tenders Processed**

- Medical Consumables; total bid sum was ZMW744, 424.50.
- Supply and Delivery of Ultimate Condom and Klori pure promotional materials; total bid was ZMW228, 000.00.
- NAC National Condom programming strategy, total bid sum was USD26,000.00
- PrEP Consultancy services; total bid was ZMW 697,000.00
- Packaging materials for Safe Plan and Ultimate Condom; total bid was USD 484, 000.00
- Supply and delivery of Ultimate Condom and Klori pure T-shirts; total bid was ZMW126,000.00
- Supply, fabrication, printing and installation of billboards; total bid was ZMW 285, 000.00.
- Collection and disposal of Health care waste; total bid was ZMW285,000.00
- Supply and delivery of project vehicle tyres & tubes – ZMW132, 155.17
- Supply and delivery of UPS and Inverters; total bid was ZMW105,000.00
- Advertising of various adverts on ZNBC – ZMW450, 000.00

- Warehouse and re-packaging services contract – ZMW1, 738, 800.00
- Relocation of various staff – ZMW171, 380.00
- Supply and delivery of Laboratory centrifuges – ZMW170, 578.59
- Supply and delivery of Biological safety cabinets – ZMW210, 738.42
- Supply and delivery of CHW branded materials – ZMW539, 000.00
- Supply and delivery of VMMC Adult consumable kits – ZMW2, 320, 000.00
- Procurement of security services for health facilities – ZMW1, 057, 680.00
- Fabrication, supply, delivery and installation of billboards – ZMW283, 000.00
- Supply and delivery of medical consumables – ZMW2, 105, 000.00
- Supply and delivery of bicycles for CHW – ZMW323, 295.00
- Supply and delivery of project vehicle tyres & tubes – ZMW214, 000.00
- Supply and delivery of toner cartridges – ZMW485, 432.00
- Supply and delivery of chargers and re-chargeable batteries – ZMW296,000.00
- Supply and delivery of Tablet computers – ZMW264,000.00
- Supply and delivery of urinalysis and syphilis test kits – ZMW435,500.00
- Supply and delivery of project vehicle tyres & tubes – ZMW419, 000.00
- Procurement of media agency services – ZMW2,346, 000.00
- Procurement of comprehensive motor vehicle insurance – ZMW996, 500.28
- Procurement of advertising services (ZNBC, Phoenix, Komboni, Diamond TV) – ZMW996, 679.32
- Procurement of Banking services for the project – ZMW540,000.00
- Supply, delivery and assembly of furniture – ZMW950,000.00
- Supply and delivery of various medical equipment – ZMW897, 700.00
- Medical Insurance procurement – ZMW6, 627,000.00
- Procurement of Brokerage services (Medical Insurance, GPA and GLA)
- Procurement of Group Personal Accident and Group Life Assurance Policies – ZMW713, 000.00
- Procurement of Klori Safe – ZMW327, 000.00
- Supply and delivery of VMMC Adult consumable kits – ZMW4, 387, 600.00
- Supply and delivery of various packaging materials – USD325, 400.00
- Supply and delivery of various medical equipment – ZMW759, 000.00
- Supply and delivery of EMMP commodities – ZMW254, 000.00
- Supply and delivery of medical consumables – ZMW324, 000.00
- Supply and delivery of project vehicle tyres & tubes – ZMW214, 000.00
- Supply and delivery of project vehicle tyres & tubes – ZMW419, 000.00
- Supply and delivery of Family Planning medical equipment – ZMW622, 000.00
- Supply and delivery of Tents for outreach services – ZMW1, 300, 000.00
- Partitioning of warehouses, installation of locks, and installation of external doors – ZMW2, 181, 151.00
- Supply and delivery of medical consumables – 686, 800.00
- Supply, delivery and installation of billboards – ZMW750, 000.00
- Procurement of 143 HP Laptops for SI & Staff – USD197, 362.00

## **Capacity Building Trainings**

### **Trained and built capacity in USAID rules and regulations to the following staff:**

- Procurement Specialists
- Procurement Assistants
- Senior Administrative Assistants
- Administrative Assistants
- Transport and Logistics Assistants
- Regional Finance and Administration Managers

### **Procurement Specialist – Abt Associates Inc. / USAID – Systems for Better Health – 3<sup>rd</sup> April, 2017 to 31<sup>st</sup> March, 2018**

- Responsible for generating procurement plans in liaison with various Team Leaders and executing the procurement plans in line with the project's procedures. Key responsibilities include:
- Definition of commodity specifications in collaboration with the technical team
- Preparation and conduct of local tenders
- Vendor selection and justification
- Receipt and assessment of quotations and the selection of preferred bids
- Participate in the annual registration of vendors and responsible for maintaining the register of vendors.
- Manage of Inventory for the SBH stores database and ensure that all goods are appropriately received and entered in the database. This includes the following responsibilities:
- Receipt and quality control of delivered goods
- Inventory control and monitoring
- Inventory record keeping and reporting
- Advising on reorder levels every quarter
- Ensure that all health and safety measures are in place and adhered to at all stores facilities
- Responsible for ensuring that all goods imported from outside Zambia are appropriately cleared through the Zambia Revenue Authority.

- Responsible for Selection of suitable clearing agents
- Generation of customs letters to USAID for customs stamping
- Monitoring fuel usage, repair, service and maintenance of all the project vehicles and submit a report every quarter
- Receiving of goods and archiving of customs documentation
- Rolled out the Memorandum of Understanding (MoUs) for accommodation and conference facilities for SBH and G2G project
- Analyse and reconcile fuel drawn using Tom Cards and process payment on a monthly basis for all the project vehicles.
- Assist with logistics on project implementation by allocating project vehicles for each activity
- Manage, monitor and implement Abt Associates Inc./SBH MoUs, agreements, service level agreements and contracts

## **INNOVATIONS**

- Designed Goods Received Note (GRN) and Delivery Note for Abt Associates Inc./ Systems for Better Health
  - Design yearly vehicle mileage log sheet tracker for all the project vehicles
  - Designed a vehicle service tracker to ascertain mileage when each project would be serviced
  - Designed cost tracker for all vehicle maintenance, e.g. battery, windscreen, major overhaul, general service and repair
  - Designed a database for Lodges, Guest Houses, Motels and Hotels for the provision of accommodation and conference facility
  - Designed a Grantee payment tracker for Grants department
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  - **Tenders Processed**
  - Upgrading and renovation of Copperbelt Provincial Health Office based in Ndola; total bid sum was **K123, 518.50**
  - Supply and Delivery of sixty nine HP Desktop Computers, UPS and Dust covers for NAV Systems for G2G project; total bid sum was **K980, 666.65.**
  - Assessment, site visit on the renovation of planning office and kitchen at Copperbelt Provincial Health Office, total bid sum was **K58, 588.00**
  - Contract for data collection as follows: baseline – **K176, 625.00**; Quarterly – **K267, 675.00** and Annual – **K194, 625.00**
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## **Procurement Officer – JHPIEGO – 01-September-2015 to 31<sup>st</sup> March, 2017**

- Support and development of the consolidated procurement plan and implementation plan.
- Perform procurement functions such as: soliciting for quotations according to approved activity request, negotiating for prices, terms, delivery and after sale services with vendors
- Raising purchase orders and tax letters and forwarding to vendors/suppliers
- Follow up with vendors to ensure timely delivery of goods and services
- Raising and ensuring approvals of Basis for Vendor Selection (BVS)
- Ensure that invoices for vendors are submitted to accounts for timely payment.
- Monitor, manage and implement all Jhpiego contracts, agreements, Service level agreement and MoUs.
- Support the Senior Procurement Officer clear any shipments from customs or other government body in collaboration with Jhpiego Zambia appropriate staff.
- Work with Stores Officer to ensure that all Jhpiego documentation is properly kept.
- Work with Stores Officer and Administration Manager to ensure that office equipment is captured on the inventory.
- Provide support to the annual inventory count as appropriate.
- Maintain and update procurement systems and records-ensuring that copies of all procurements documents are stored properly.
- Lead in implementing the procurement system, policies proposed by Jhpiego headquarters.
- Assist in coordinating with Baltimore staff on approvals, shipments, clearing and deliveries to the office.

## **Procurement Officer – ZPCTII – 5-August -2011 to 31-August-2015**

- Prepare procurement documentation up to order level which involves preparing purchase requisition forms, justification memos and issue out orders to various suppliers both local and international after approval
- Responsible for compilation of monthly accruals or Cash projections for all the projects (ZPCTIIB, DOD, FANTAI, THRIVE).
- Ensures all procurement documents are complete for issuance of ZRA local purchase order approval signing
- Files all procurement documents for items above \$5000 unit price accordingly.
- Tracking, schedule and follow up on supplier deliveries, invoices, completion reports and expediting all goods and services procured by the organization; this is normally done via emails and phone calls.
- Procure capital medical equipment above \$100, 000.00 for different projects, e.g. CD4 FACSCount, ABX Pentra 200 +ISE, ABX Micros ES60, etc.
- Contract management for procurement of goods and services
- Contact person between technical/programs unit and procurement unit to ensure procurement is accomplished within a specified timeframe.
- Manage, monitor and implement all FHI360/ZPCTII contracts, agreements, Service level agreement and MoUs.
- Contact person between procurement and finance to deal with all payments or queries related to procurement for the program
- Negotiate with vendors/suppliers based on bulk purchase, past performance and future, buys to save the organisation funds
- Communicate with international vendors with any issues arising and also explain programs needs so that they understand ZPCTII procurement needs.

- Maintaining a good relationship on behalf of FHI360/ZPCTII with both international and local vendors to the point where some vendors do deliver goods before payments are transferred or issued.
- Communicate policies and procedures to ensure accurate information is provided at all times to all units in the organisation.
- Reconcile all accounts payable invoices for Hotels, Lodges and other vendors.
- Evaluate quotations/bids/tenders from vendors and recommend the best source/vendor/supplier who meet program requirements/needs both in goods and services.
- Backstop provincial offices( Central, Copper belt, North Western, Luapula and Northern) on procurement guidance and document review for VAT and NON-VAT procurement
- Manage the FHI360 vendor database on a yearly basis from advertisement, vendor/suppliers visitations and appraisal to final database report for the organisation.
- Track requisitions submitted by the respective units on a weekly basis and provide feedback on the progress until the goods or service are received.
- Reviewing request for quotations (RFQ) for correctness on the specifications before they are submitted to vendors for quotations.
- Supervise the Warehouse Clerk, Receiving Clerk, Clerical Officer and Associate Procurement Officer.
- Offering Logistics support to the United States Department of Defence project (DOD Project) which is under FHI360.
- Procure and manage department of defence (DOD) medical equipment and health commodities.
- Procure services, goods and manage THRIVE medical equipment, health commodities.
- Procure, services, goods and manage FANTAIII medical equipment, health commodities.

## **Associate Procurement Officer – ZPCTII – 2009 to 5-Aug-2011**

- Prepare procurement documentation up to order level which involves preparing purchase requisition forms and issue out orders to various suppliers both local and international after approval
- Ensures all procurement documents are complete for USAID local purchase order approval signing
- Updates the customs grid as guidance on international procurement for USAID document stamping
- Files all procurement documents for items above \$5000 accordingly
- Follow up on supplier deliveries, invoices, completion reports
- Liaison person between technical/programs unit and procurement unit to ensure procurement is accomplished
- Liaison between procurement and finance to deal with all payments or queries related to procurement for the program
- Negotiate with vendors based on bulk purchase, past performance and future buys to save the organisation funds
- Communicate with international vendors with any issues arising and also explain programs needs so that they understand ZPCTII procurement needs.
- Have maintained good relationships on behalf of ZPCTII with both international and local vendors to the point where some vendors do deliver goods before payments are transferred or issued.
- Communicate policies and procedures to ensure accurate information is provided at all times to all units in the organisation
- Evaluate quotations from vendors and recommend the best source/vendor to meet program needs both in goods and services
- Backstop provincial offices on procurement guidance and document review for VAT and NON-VAT procurement

## **Warehouse / Receiving / Clerical Officer – ZPCTI – 2006 to 2009**

- Managing the incoming materials, supplies and equipment against invoices, requisitions, orders or other records.
- Keeping data on all the equipment and items in the storeroom
- Conducting monthly inventory counts with finance department.
- Issues various equipment to different departments when required.
- Maintain a manual and electronic stock cards of all the equipment in the storeroom
- Assisting the finance department in inventory management, verification, tagging and putting organizations stickers on all equipment and furniture.
- Compile weekly and monthly reports on the status of the equipment received and distributed.
- Maintaining and updating stock records and conduct a monthly stock inventory count
- Receive inspection, store and safeguard equipment and incoming materials according to the procedure at the organization.
- Ensuring that the stocks are always above the safety stock and ordering stocks with right specifications.
- Design templates for use in the storeroom

## **ACHIEVEMENTS**

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- Involved in ensuring ZPCTII provincial offices are adhering to procurement processes and procedures as per USAID & FHI360 rules and regulations.
- Acting as Procurement Manager in her absence.

## COMPUTER SKILLS

TITLE	EXPERIENCE	FREQUENCY OF USE
Microsoft Office (Word, Excel, PowerPoint, Outlook)	Over 10 years	Currently in use
Quick Enterprise Solution.		

## CAPABILITY STATEMENT & KEY PERSONAL QUALITIES

- Organized, dynamic with excellent skills.
- Qualified to work in any institution, and to work well under pressure, with computer literacy and persistent for results.
- Good oral, written & presentation skills
- A high tolerance of stress and enjoys responsibilities
- Quick learner with good grasping ability
- Action-oriented and result-focused
- Lead & work as a team in an organized way
- Great time management skill

## TASK SKILLS

- I easily adapt to new environments and I have a positive self-starting attitude and an ability to perform accurately in high stress situations, but enjoy being part of a group wide effort and see results.

## INTERESTS

- Watching Movies, Travelling, Reading, Playing football, making friends.

## REFEREES

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