

COMISSÃO DA CEDEAO

COMMISSION DE LA CEDEAO

Agence Régionale pour l'Agriculture et l'Alimentation

ARAA



ECOWAS COMMISSION

Regional Agency for Agriculture and Food

RAAF

Call for applications

Selection of an individual consultant

Procurement Specialist

Reference:	ARAA/BUDGET/2022/SCI/01
Date of publication
Deadline for submission
Duration of the mission	One year renewal.
Number of years of experience	10 years of experience

1. **Background**

The Regional Agency for Agriculture and Food (RAAF) of ECOWAS Commission, within the framework of its activities including the implementation and coordination of projects and programs, hereby calls for applications from consultants specialized in public markets procurement with experience in the management of contracts for development projects funded by partners such as European Union, Spanish Agency for International Cooperation and Development (AECID), French Development Agency (AFD), World Bank, International Development Fund, Swiss Cooperation, and USAID.

Under the coordination of RAAF Executive Director and the supervision of the Head of the Administration and Finance, the Procurement Specialist will be responsible for:

- preparing bidding documents and calls for proposals;
- ensuring the quality of bidding documents;
- ensuring that procurement decisions are in accordance with the joint agreements;
- ensuring compliance of bidding documents with ECOWAS and technical and financial partners' procedures;
- supporting the resolution of any procurement issues that may arise;
- ensuring the planning of activities and the follow-up of contracts to avoid any delay in the process of the selection, signing and execution of these contracts;
- coordinating with the Head of Administration and Finance and the program or project coordinators to ensure that procurement procedures are fully integrated in the planning and management of funds

2. Duties of the Procurement Specialist

The duties of the Procurement Specialist are as follows:

- Prepare and coordinate planning for procurement of supplies, non-intellectual services, selection of consultants and calls for proposals;
- Update the procurement plan at least annually and as needed;
- Filing and archiving all documents and contracts;
- Develop a mechanism to monitor the procurement process, including timelines, in order to quickly identify potential causes of delay, inform management and make suggestions to solve them;
- -Draft Requests for Expressions of Interest, Requests for Proposals and ensure their publication;
- Ensure the quality of technical specifications and terms of reference produced by the technical managers;
- Prepare bidding documents, requests for quotations and requests for proposals;
- Follow up the publication of tender notices in the appropriate media (websites, newspapers);
- Participate in bid openings, bid evaluations, contract attribution, in order to provide useful advice to stakeholders involved in the procurement process;
- Draft contracts between the Agency and: consultants, suppliers and service providers;
- Ensure the follow-up of the no objection notices requested from the partners if necessary;
- Ensure that all decisions related to the attribution and execution of contracts have respected the agreed rules;
- Advise RAAF in understanding and drafting any incoming or outgoing correspondence with procurement aspects;
- Provide appropriate advice in the execution of contracts and especially in the resolution of disputes that may arise;
- Carry out any task or mission related to procurement that has been assigned by the hierarchy;
- Periodically give account of procurement status and contribute to the contracting aspects of the Financial Monitoring Report;
- Ensure that contract commitments are systematically reflected in the information system and communicated to the accountant;
- Ensure that the results of tenders are published in a timely manner after contract attribution, and that unsuccessful bidders receive the necessary information;
- Ensure the supervision of committees or sub-committees in charge of making the analysis of bid selection, or possibly, contract attribution.

3. Qualifications / Expériences

A higher degree in Engineering, Architecture, Administration, Procurement, Law, Finance, Commerce, Economics or other related fields (Master's Degree);

At least ten (10) years of experience in the field of procurement as a procurement expert and a good knowledge of the agriculture and infrastructure sector in the West African region.

4. Skills

- Proven skills in procurement and contract monitoring on international cooperation projects: drafting of administrative procurement documents, drafting of contracts and minutes, definition of attribution criteria, administrative and financial monitoring, organization of and participation in tender evaluation committees and calls for proposals.
- Skills/knowledge/experience in the implementation of ECOWAS procedures as well as technical and financial partners.
- IT proficiency in the usage of computer tools, common office software (Word, Excel, PowerPoint) and Internet.
- Ability to communicate and work in a team.
- Ability to work under emergency conditions (to be specified if necessary)
- Good organizational and planning skills.
- Good negotiation skills for bid proposals.
- Very good problem-solving skills related to contracting.

5. Good knowledge of ECOWAS procedures

- Ensure strict respect of the hierarchy;
- Be able to draw on the Code of Ethics to self-manage, others, information and resources;
- Understand diverse cultural perspectives, particularly those of West Africans, and be sensitive to differences between groups;
- Be able to challenge prejudice and practice tolerance and empathy;
- Ability to respect ECOWAS rules and procedures regarding assigned responsibilities and be able to explain them clearly to other stakeholders;
- Knowledge of SAP software, especially the MM module for procurement;
- Be familiar with ECOWAS procedures and those of technical and financial partners (EU, AECID, AFD, SDC-Swiss Cooperation, World Bank, ADB, GIZ, EU, USAID, etc.);
- Have the ability to convey information in a clear, concise, succinct and organized manner, both in writing and verbally;
- Have knowledge of IPSAS standards;
- Proficiency in one of the three ECOWAS working languages (English, French, Portuguese) is required. - Good linguistic knowledge (written and oral) of a second working language of the Commission is required.

6. Terms of Employment

- The consultant will be based in Lomé, Togo at the Regional Agency for Agriculture and Food (ARAA).
- The duration of the assignment is one year with possibility of renewal depending on the availability of funds and the performance of the consultant following a satisfactory evaluation.
- The position is full-time;
- The Consultant is expected to refrain from any situation that could put him/her in conflict of interest in the context of the assigned mission.

7. Applications Files

- The application file consists of:
- A letter of expression of interest, including the period of availability;
- A recent curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last names, current position, position at the time of collaboration with the Consultant, email and phone numbers)
- Certified copy of the highest degree;
- Copy of the work or service certificates listed in the curriculum vitae.

NB: Any incomplete file will be rejected.

8. Submission of applications

Applications shall be received no later than at 17:00 GMT, by hand delivery or by e-mail to the following addresses:

Agence Régionale pour l'Agriculture et l'Alimentation (ARAA),

83, rue des Pâtures Lomé, Togo,

Email : procurement.consultants@araa.org

Subject: " **Selection of an individual consultant Procurement Specialist**"

NB: Applications which do not bear the words "SELECTION OF AN INDIVIDUAL CONSULTANT, PROCUREMENT SPECIALIST " will not be considered.

9. Selection Method

The consultant will be selected according to the qualification-based selection method as defined in the ECOWAS Procurement Code. An interview session will be organized on the basis of a short-listed candidates.

The ARAA reserves the right not to respond to this call for applications.

The Executive Director

SALIFOU Ousseini