

**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**

**For Recruitment of partial staff for the Regional Coordination Unit (RCU)  
of the FOOD SECURITY RESILIENCE PROGRAMME (FSRP)**

**Reference : ARAA/FSRP/2022/SCI/15**  
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## 1. Background and justification

West Africa is one of the most vulnerable regions in the world due of its climate, demographic, institutional, economic, environmental context and means of subsistence. This region has more than 360 million inhabitants, of which 55% live in rural areas and rely on natural resources for their socio-economic development. Agriculture accounts for 29% of the Gross Domestic Product (GDP) of the region and constitutes the main source of subsistence for more than 60% of West Africans.

Climate, agricultural and market risks are causing performance of agriculture to be very volatile, triggering more frequent and severe food crises.

Aggravation of food insecurity is due to multiple factors, playing a major role, and involving a drop of per capita food production.

In 2020, approximately 16.7 million West African were in need of emergency food assistance because of a non-atypical combination of drought, poverty, high prices of cereals, degradation of environment, displacements, weak trade integration and conflicts.

Thus, the West African region is characterized by large scale vulnerability related to a very slow increase of food system productivity involving a reduction of per capita food availabilities.

Market imperfections (variation and volatility of basic commodities prices) constitute one of factors contributing to push households in food and nutritional insecurity. Indeed, the greatest part of intra-regional food products trading is informal and hampered by many obstacles to free movement. As a consequence, food markets are fragmented making it difficult for adaptation to great variations of local food production, which occur from one year to another. Effective distributing of food from surplus zones to deficit zones could be envisaged. Localized food shortages and prices volatility are frequent, while producers' prices remain low.

The COVID-19 pandemic is exerting an additional pressure on food system, threatening to increase malnutrition and food insecurity among vulnerable populations. The pandemic caused medical and economic crises which reduced access to food - for example, by increasing unemployment and by reducing purchasing power - in particular among urban poor people. Fragile countries will record a more drastic decline of their growth, because COVID-19 exacerbates fragility factors. The number of people living in poverty in Sub-Saharan Africa should considerably increase, up to 40 million additional people, which will have a negative impact on food security in short and long terms.

In addition to its quasi-permanent nature, vulnerability in West Africa stand out by an inequality among social groups. This demarcation is related to incapacity in acquisition of productive resources. Indeed, great inequalities persist between women and men in terms of access to resources to help improve living conditions through agriculture – including in particular access to land, equipment, credit, markets and provision of consulting and support services.

Faced with these observations, the region made strong commitments to transform agriculture and to build resilience of food system. Thus, three mutually-reinforced fields of intervention were proposed as priorities to reinforce resilience of the food system in West Africa:

- (I) supporting productive base of food system while investing in climate-smart agriculture, exploitations and landscapes;
- (II) promoting a conducive environment for development of value chains and intra-regional trade;
- (III) reinforcing regional capacity to manage agricultural risks.

To handle these priorities, the region received financing from the World Bank, to implement the West Africa Food System Resilience Programme (FSRP).

## **2. Brief overview of the Programme**

Initiated within the framework of implementation of the region's commitments, development objectives of the West Africa Food System Resilience Programme (FSRP) seek to increase preparedness to food insecurity and to improve resilience of actors of food system, priority landscapes and value chains in the Programme intervention zones.

The first phase of the Programme covered four (4) countries (Burkina Faso, Mali, Niger, Togo) and regional actions carried by ECOWAS, CILSS and CORAF. The Programme is financed by the World Bank at a cost of approximately 570 million dollars over a period of five (5) years. It is organized around the following five (5) components:

**Component 1 (managed by CILSS): Provision of digital consulting services for prevention and management of agricultural and food crises**, with the following main targets: (i) improving systems for assistance in decision-making with demand-based information services in order to improve effectiveness of prevention and management of agricultural and food crises, while integrating data and drawing from science, innovation and state-of-the-art technologies; and (ii) building regional capacity and institutional sustainability, as well as capacity of adaptation to climate change.

**Component 2 (managed by CORAF): Sustainability and adaptation capacity of Food System productive base** which main aims are: (i) building national and regional systems for agricultural research; (ii) strengthening political environment to achieve governance of landscapes (inclusive multisector policies and regulations to avoid, reduce and reverse land degradation); and (iii) creating/reinforcing integrated landscapes management units to sustainably achieve multiple goals (food production, provision of eco-systemic services, protection of biodiversity and improvement of local means of subsistence).

**Component 3 (managed by ECOWAS): Integration of regional food markets and trade** with the following targets: (i) supporting drafting and implementation of sound regional policies and regulation in order to facilitate trading of goods and agricultural inputs within and beyond national borders in West Africa, through the main corridors, (ii) consolidating food reserve system; and (iii) supporting development of regional strategic value chains, with tangible positive potential impacts on regional food security and nutrition.

Specifically, activities to be undertaken by the ECOWAS Department of Agriculture, Environment and Water Resources are the following:

1. Facilitate trade through the main corridors and consolidate food reserve system:
  - a. Supervise development and implementation of the evaluation scorecard on trade and agricultural market of ECOWAS (EATM-Scorecard);
  - b. Reinforce and operationalise the ECOWAS Observatory on rice for West Africa by improving its capacity for coordination, data acquisition and regular communication on development of rice value chain;
  - c. Stimulate harmonization of agricultural regional marketing policies on critical issues of food system resilience;
  - d. Support ECOWAS dialogue and multi-actors' political consultation. The FSRP will support the ECOWAS facilitation capacity to organize inclusive mechanisms of dialogue and multi-actors' consultation, negotiations related on the continental free trade zone and the World Trade Organization (WTO);
  - e. Improve performance of the regional food security reserves on the three levels (local, national and regional food security Reserve - RFSR).
2. Support development of strategic and regional value chains:
  - a. Improve organization and financing of strategic regional value chains;
  - b. Promote agricultural competitiveness and market infrastructures, through support for regional agricultural trade platforms;
  - c. Reinforce multi-actors' coordination and promote an environment favourable to private sector.

**Component 4: Contingent Emergency Response Component (CERC)** which is a finance mechanism for eligible expenditure in the event of urgency caused by a natural disaster. Activation of this component makes it possible to quickly release funds to reduce damage caused to infrastructures, to ensure continuity of activities and to recover more quickly from a disaster.

Following a major disaster, the affected country may request the World Bank to channel resources of other components of the FSRP towards the CERC. As a condition for release of funds, an Emergency Response Manual (ERM) will be prepared for each country, stipulating fiduciary, safeguard, monitoring and reporting requirements on using the CERC, and any other key provision on coordination and implementation.

**Component 5 (managed by ECOWAS):** this component relates to **the Programme management** which will delegate technical work under components 1 and 2, to relevant mandated organisations (mainly CILSS for component 1 and CORAF for component 2). Component 5 will ensure the Programme effective management and careful monitoring of performance and impact.

For the Programme overall coordination, a Regional Coordination Unit (RCU) will be set up and made up of: i) one Regional Coordinator, ii) one Expert in Monitoring-evaluation, Capitalization and Knowledge Management, iii) one Expert in Communication and Visibility, iv) one Coordination Assistant, v) one Expert in Environmental Safeguards, vii) one Administration and Finance Assistant, and viii) one Procurement Assistant.

For operational implementation of the FSRP Component 3, one Agri-industry and Value Chain Adviser for ECOWAS Rice Observatory and one Planning and Administration Officer for ECOWAS Rice Observatory, will be recruited.

The following duty stations will be based in Abuja (Nigeria), at ECOWAS Department of Agriculture and Rural Development (DADR), responsible for the Programme implementation, coordination and management:

- Regional Coordinator;
- Coordination Assistant;
- Expert in Monitoring-evaluation, Capitalization and Knowledge Management;
- Expert in Communication and Visibility, Coordination Assistant;
- Expert in Environmental Safeguards;
- **Agribusiness and Value Chain Advisor for ECOWAS Rice Observatory**
- **Planning and Administration Officer for ECOWAS Rice Observatory**

The following duty stations will be based in Lomé (Togo), at the Regional Agency for Agriculture and Food (RAAF) of ECOWAS, which ensures the Programme administrative and financial management:

- **Administration and Finance Assistant;** and
- **Procurement Assistant.**

These terms of references describe conditions for recruitment of four (4) of these positions within the framework of the FSRP.

### **3. Recruitment of partial staff for the Regional Coordination Unit (RCU) and Component 3 of the FSRP Programme**

#### **List of staff:**

<b>N° Order</b>	<b>Positions of Consultants</b>	<b>Quantity</b>
1	Agribusiness and Value Chain Advisor for ECOWAS Rice Observatory	01
2	Planning and Administration Officer for ECOWAS Rice Observatory	01
3	Administration and Finance Assistant	01
4	Procurement Assistant	01

## 3.1 Consultant, Agribusiness and Value Chain Advisor for ECOWAS Rice Observatory

### 3.1.1 About ECOWAS Rice Observatory

In 2014, ECOWAS adopted the rice Offensive, a strategic framework to achieve sustainable and sustained recovery of rice farming in West Africa and support national rice farming development strategies of member States. The objective is to achieve rice self-sufficiency by 2025. To accelerate implementation of the Rice Offensive, a regional Action plan on rice was developed in 2020 to ensure that the Region achieves this target. Based on field research and recommendations from public and private sectors partners in ECOWAS member States, the “ECOWAS Rice Observatory” was created by the ECOWAS Commission, its partners and stakeholders. The Observatory, hosted within ECOWAS Commission in Abuja, Nigeria, coordinates rice sector programmes, public/private investments and policy recommendations for key decisionmakers. In collaboration with its partners - including African Governments, researchers, development organizations, private sector and civil society, the ECOWAS rice Observatory will focus on guaranteeing development collaboration and implementation of recommendations from its Board of directors (composed of ECOWAS Commission, BMGF, AfDB, IsDB, JICA, BMZ, AGRA, AfricaRice, and other development agencies, representatives from national chapters and other actors of rice sector), its technical committees and General assembly.

Meanwhile, the ERO national rice chapters are in the course of being created. Chapters are mainly made up of actors from private sector throughout the value chain, in addition to representatives of research, Government and civil society, with a view to coordinating investments and policies which are specific to each country.

### 3.1.2 Duties/Responsibilities

Under the leadership of the Observatory’s Executive Secretary (ES), the Agribusiness and Value Chain Advisor for ECOWAS Rice Observatory (ERO) will provide in-depth knowledge of global, national and regional rice value chains to guide discussions and promote informed leadership on private sector engagement, promotion, trade, and investment. The Advisor will support the ES of the Observatory, Board, , technical committees and national chapters, in addition to serving as the primary liaison officer with private sector partners.

The Advisor will report directly to the Executive Secretary (ES) and play a key function in supporting and coordinating activities of the Observatory by generating, aggregating, packaging and presenting collected information, through technical committees and disseminating this information to stakeholders, with the aim of bringing actors together for partnership, upscaling models and mobilising resources.

The duty station will be based in Abuja, Nigeria, at the ERO Secretariat located within the Department of Agriculture and Rural Development (DADR) of the ECOWAS Commission.

In this capacity, s/he will perform the following four (4) tasks:

#### Strategy Development

- Assist in developing and recommending West African rice sector growth and import substitution strategies to the ERO Secretariat and Board based on the input from private sector partners;
- Provide advice and coordination on private sector investments with donor and government programs across the region to ensure a high degree of synergy and impact approved by the Board based on parameters approved by the Board;
- Propose and track key performance indicators and approaches to monitoring, evaluation, and learning on private sector investment and trade;
- Draft strategic intervention plans for development of rice value chain;
- Support the policy processes and mechanisms to increase market shares for rice commodity in West African.

### Management of the Board, technical committees and General Assembly

- Participate, as needed, in quarterly ERO Board meetings ;
- Identify and propose technical experts from the private sector, for each of the four technical committees of the Observatory (1. Markets, trade and standards; 2. Finance, mechanization, and donors' alignment; 3. R & D - Seeds, Soil and Water Management; 4. Equity, Resilience and MLE), to define priorities and develop action plans, including timelines and deliverables;
- Assist the ES in organising virtual meetings of technical committees, drafting agendas, moderating calls, drafting official minutes of meetings and defining clear actions and recommendations for follow-up;
- Work with the technical committees to prioritise key research studies on private sector and trade, for approval by the Board, based on available budget, on a rolling basis;
- Manage the contracting of these research studies and report on the outcomes;
- Provide guidance on agribusiness engagement to the national chapters;
- Assist in organizing semi-annual general assembly meetings and trade shows.

### Knowledge and Stakeholders Management

- Provide input to an ERO website and knowledge management system (with contractor support) of rice-related agronomic and market information, as well as best practices in rice sector development.
- Contribute to building and maintaining relationships with rice importers, millers, input suppliers and other private sector partners contributing to the rice value chains development to exchange learnings and track best practices.
- Develop policy briefs and technical notes to inform decision making
- Support and provide documentation on rice market information system.

### Administrative management

- Support operational and administrative activities of the Secretariat of the Observatory;
- Develop a workplan for the position and manage activities, once they are approved by the ES;
- Track and report on ERO's budget and expenditures that are related to its workplan ;
- Report on supply systems, procurement, contracting, administration, validation and review systems of subcontractors, as well as follow-up to confirm that services are provided;
- Assist the ES in verifying that service providers comply with deliverables and agreed timeframes;

## **3.1.3 Qualifications, experience and competence**

### **Qualifications**

- University degree (GCE+5 years) in agricultural economics, agribusiness management, marketing or any other field related to business.

### **Experience**

- At least eight (8) years of experience working in agricultural value chains / market development, inclusive business and with the private sector in West Africa;
- Experience within programmes related to agriculture, rice in particular is desirable;
- Experience in setting up and running public-private stakeholder events and, preferably, trade show ;
- Experience working in teams and managing processes dependent on cooperation with multiple actors ;
- Experience in networking and facilitation of dialogue with private and public sectors actors;
- Work experience with a large multinational development agency, preferably in management and coordination role is desired;
- Experience developing 'donor or board ready' technical reports
- Work experience with one ECOWAS institution or agency would be a major advantage.

### **Competence**

- Knowledge of West African agricultural sector, rice in particular;
- Knowledge in food security storage in West Africa;
- Passion for the Observatory's vision and mission for competitiveness development of West African rice value chain;
- Excellent organisational competence and compliance with deadlines;
- Excellent leadership capacities (autonomy, leadership of a multicultural team, active listening, ECOWAS representation, conflicts management, delegations, etc);

- Excellent communication skills (written/oral, interpersonal competences, negotiation, networking and presentation) which are necessary to establish relations with private and public sector and build linkages between the two;
- Good command of office automation tools (Word, Excel, PowerPoint, etc);
- Familiar with a multicultural work environment;
- Good Command of French and English.

## **3.2 Consultant, Planning and Administration Officer for ECOWAS Rice Observatory**

### **3.2.1 About ECOWAS Rice Observatory**

In 2014, ECOWAS adopted the rice Offensive, a strategic framework to achieve sustainable and sustained recovery of rice farming in West Africa and support national rice farming development strategies of member States. The objective is to achieve rice self-sufficiency by 2025. To accelerate implementation of the Rice Offensive, a regional Action plan on rice was developed in 2020 to ensure that the Region achieves this target. Based on field research and recommendations from public and private sectors partners in ECOWAS member States, the “ECOWAS Rice Observatory” was created by the ECOWAS Commission, its partners and stakeholders. The Observatory, hosted within ECOWAS Commission in Abuja, Nigeria, coordinates rice sector programmes, public/private investments and policy recommendations for key decisionmakers. In collaboration with its partners - including African Governments, researchers, development organizations, private sector and civil society, the ECOWAS rice Observatory will focus on guaranteeing development collaboration and implementation of recommendations from its Board of directors (composed of ECOWAS Commission, BMGF, AfDB, IsDB, JICA, BMZ, AGRA, AfricaRice, and other development agencies, representatives from national chapters and other actors of rice sector), its technical committees and General assembly. Meanwhile, the ERO national rice chapters are in the course of being created. Chapters are mainly made up of actors from private sector throughout the value chain, in addition to representatives of research, Government and civil society, with a view to coordinating investments and policies which are specific to each country.

### **3.2.2 Duties/Responsibilities**

Under the leadership of the Observatory’s Executive Secretary (ES), the Planning and Administration Officer will provide experience in the programme fields, budgeting and administration. S/he will be responsible for supporting all the ERO organisational structures, organising technical meetings and engaging directly with the value chain partners.

S/he will report directly to the ERO Executive Secretary. The officer will support the ES and other staff members of the Secretariat, in documenting, organizing and filing important information. In addition, s/he will be responsible for overseeing budgets, payroll management, payment of invoices and preparation of reports.

The duty station will be in Abuja, Nigeria, at the ERO Secretariat located within the Department of Agriculture and Rural development (DADR) of the ECOWAS Commission.

In this capacity, s/he will perform the following three (3) main tasks:

#### Management of the Board, Technical Committees and General Assembly

- Maintaining a general calendar of all meetings and events of the Observatory;
- Developing and maintaining a database of new business development initiatives of the Observatory and its partners;
- Assisting the ES in organising and preparing the Board meetings;
- Tracking key performance indicators and approaches for monitoring-evaluation and learning from activities of the Observatory;

- Writing detailed official minutes of the Board meetings, by identifying points of action and decision points (most probably every quarter);
- Managing a list of plans of action, timelines and deliverables of all technical experts for each of the four technical committees of the Observatory (1. Markets, trade and standards; 2. Finance, mechanization, donors' alignment; 3. R & D - Seeds, Soil and Water Management; 4. Equity, resilience and MLE).
- Keeping updated lists of all contacts of members of the Board and committees;
- Assisting the ES in monitoring all research studies by technical committees, as approved by the Board, based on available budget, on a rolling basis;
- Responsible for bookkeeping and preparation of financial reports;
- Assisting the ES in the interface between ECOWAS Rice Observatory and national chapters at the country level;
  
- Assist in organising semi-annual General assembly meetings and tradeshows.

#### Knowledge and Stakeholders Management

- Maintaining the Observatory's Web site and knowledge management system on rice related agronomic and market information, including best practices in rice sector development;
- Consolidating and maintain records of technical committees' members, consultants and service providers.

#### Administrative management

- Managing all office, operational and administrative activities of the Secretariat of the Observatory;
- Developing and maintaining a workplan for the Secretariat, as approved by the ES;
- Preparing annual reports;
- Following-up and reporting on budget and expenditure of the Secretariat, in accordance with the workplan;
- Ensuring implementation of preliminary works required for supply systems, procurement, administration, validation and examination of subcontractors, and ensuring that services are provided;
- Assisting the ES in verifying that service providers are contracted, supported and paid in accordance with policies and procedures of the ERO within agreed timelines;
- Organizing for the Board, any special assignments, visitor travels, and organisation of events, including semi-annual General meeting in partnership with the ECOWAS Commission.

### **3.2.3 Qualifications, experience, competence**

#### **Qualifications**

- Holder of a diploma (GCE +4/5) in Accountancy, Management, Finances, Economics.

#### **Experience**

- At least eight (8) years of experience in administrative, accountancy and financial management;
- Minimum experience in a regional development programme;
- Experience in organisation and management of conferences, public-private stakeholder events and tradeshows;
- Work experience in teams and managing processes dependent on cooperation with multiple actors..
- Work experience with a large multinational development agency, preferably in a management and coordination role;
- Work experience with an ECOWAS institution or agency, would be a major advantage.

#### **Competences**

- Knowledge of West African agricultural sector, rice in particular, is desirable;
- Proven competence in procurement and monitoring of contracts: drafting procurement administrative documents, drafting contracts and reports, defining criteria for award of contracts, administrative and financial follow-up, participation in evaluation committees of calls to tender;
- Good knowledge of international accountancy and audit standards;
- Excellent command of Excel, in particular in analysis and reprocessing of databases;
- Excellent report/proposal writing skills and dependable in meeting all deadlines and deliverables.
- Knowledge of accounting software - knowledge of SAP software would be an advantage;
- Professional and moral integrity;
- Excellent capacities in written and oral communication;
- Excellent organisational competences and of respect of deadlines;

- Very good command of office automation tools (Word, Excel, PowerPoint, etc);
- Competences in management and animation of Web sites;
- Familiar with a multicultural work environment;
- Good Command of French and English.

### 3.3 Consultant, Administration and Finance Assistant

#### 3.3.1 Duties/Responsibilities

Under line authority of RAAF Head of Administration and Finances, and the FSRP Regional Coordinator, the mission of the Administration and Finances Assistant is to support RAAF in the has the role of supporting the ARAA in the Programme administrative and financial management.

In this capacity, s/he will perform the following tasks:

- Making accounting, analytical and budget assignments;
- Reviewing supporting documents to make sure that they are complete, accurate and valid, in accordance with applicable policies, procedures, rules and regulations;
- Updating accounting documents on a regular basis (financial statements and cash book balances) in accordance with defined system, and holding computerized accountancy using SAP software, providing details for each category of expenditure, component, subcomponent, beneficiary and funding sources (entering financial and accounting transactions in an exhaustive way, with respect to each financial statement);
- Book keeping the Programme accountancy;
- Producing the Programme financial dashboard, by highlighting disbursements, engagements, received and paid invoices, budget execution, tracking procurement for each contract or award letter;
- Preparing requests for fund withdrawals and all documentation required for disbursements, in accordance with donors' guidelines (IDA);
- Ensuring that accounts are regularly supplied, for rapid payment of expenditure engaged under the Programme;
- Preparing cheques and orders of transfer for payment of suppliers' invoices;
- Filing accountancy archives and supporting documents in their respective folders;
- Preparing monthly bank reconciliations of the Programme accounts and retrieving the Programme cash flow statement;
- Preparing financial statements for audit purposes or any other required control;
- Making available and providing all required information and documentations (in relation to financial and accounting aspects) during audits, controls and during supervision missions;
- Holding and updating fixed assets register, including required changes in fixed assets, using the SAP system (transfers, radiations, modification of databases);
- Participating in physical inventory of property financed by the Programme;
- Participating in budget development and making regular follow-up in the SAP accounting system;
- Proposing and contributing in updating procedures handbook in connection with the accountancy department operations;
- Collecting and making available relevant supporting documents and information for internal and external audits purposes;
- Ensuring implementation of any other tasks in connection with the position.

#### 3.3.2 Qualifications, experiments, competences

##### Qualifications

- Holder of a diploma (GCE + 3) in Accounting, Management, Finances, Economics.

##### Experience

- At least five (5) years of experience in administrative, accounting and financial management, in a private or public institution, including at least three (03) years in book-keeping for development programmes or projects financed by major technical and financial partners (IDA the World Bank, AfDB, IFAD, AFD, EU, Global Fund for health... etc);

- Experience in a regional development programme would be an advantage;
- Command over accounting and financial transactions in projects financed by the World Bank would be an advantage;
- Minimum proven experience in budget and accounting consolidation of multiple data from multiple organisations;
- Experience in a project financed by the World Bank.

### **Competence**

- Competence in financial and budget management of development projects;
- Proven competences in procurement and tracking contracts: drafting procurement administrative documents, drafting of contracts and reports, drafting contract award criteria, administrative and financial follow-up, participation in evaluation committees of calls for tender;
- Good knowledge of international accountancy and audit standards;
- Excellent command of Excel and in particular in analysis and reprocessing of databases;
- Command of accountancy software - knowledge of SAP software would be an advantage;
- Good knowledge of rules and procedures of disbursement of projects financed by large donors in particular the World Bank, is an advantage;
- Moral and professional integrity and a great capacity and aptitude to work in multi-disciplinary team and under pressure;
- Capacity to travel in the field;
- Very good command of office automation tools (Word, Excel, PowerPoint, etc);
- Command of French or English.

## 3.4 Consultant, Procurement Assistant

### 3.4.1 Duties/Responsibilities

Under the line authority of RAAF Procurement Officer and FSRP Regional Coordinator, the mission of the Procurement Assistant will consist in establishing the Programme Procurement plan and ensuring its realization and follow-up.

- Drafting correspondences and minutes of procurements negotiations;
- Drafting expression of interest notifications and calls for tenders, meeting notifications of the Committee in charge of opening and analysing bids, tender packages and draft procurement contracts;
- Ensuring quality control of evaluation reports of received bids and proposals, including bids and proposals opening reports, and ensuring secretariat for public sessions to open and analyse bids packages;
- Updating the Procurement Plan to analyse gaps between achievements and planning;
- Designing and setting up a database of services providers and suppliers, and updating management statistics database, with a view to assessing performance level of the team in charge of procurement;
- Filing procurement folders (including notification of calls for tender / expression of interest notifications, bids opening minutes, analysis and evaluation reports, plenary reports, letter of notification, order of service);
- Consolidation work of activities and filing of procurement documents;

#### Incompatibility with some execution duties

In order to avoid potential situations of conflict of interest which may not enable her/him to give an objective opinion in the sole interest of the client, the Procurement Assistant:

- a. shall not be a member of the Evaluation Committee;
- b. shall not participate in procurement execution operations, notably (i) receptions of quality or quantity and (ii) payment; and
- c. shall not be in a position of stock accounting manager.

### 3.4.2 Qualifications, experience, competence

#### Qualifications

- Hold at least a diploma of GCE + 3 years or equivalent in Finance, Engineering, Administration or Legal Sciences or any other equivalent diploma.

#### Experience

- Professional experience of five (5) years minimum, including three (3) years at least in the field of procurement, as procurement assistant (or similar position) for projects/Programmes.

#### Competence

- Good knowledge of procurement techniques in general and procurement procedures and rules of multilateral development banks, in particular the World Bank and/or African Development Bank;
- Knowledge of the new procurement framework of the World Bank, in particular the Procurement Regulations for Borrowers requesting Financing of Projects (FPI) and all that derives from this. Knowledge or command of these tools would particularly constitute an advantage;
- Great organisational capacities;
- Capacity for drafting and practical knowledge of computer tools, common software in particular (Word, Excel and Power Point);
- Good aptitude for communication;
- Moral and professional integrity and a great capacity and aptitude to work in multidisciplinary team and under pressure;
- Aptitudes to travel in the field.
- Good command of French or English.

## 4. General conditions for all positions

### 4.1 Place, duration and beginning of the mission

- Staff will be based in Abuja, in Nigeria, at the Department of Agriculture and Rural Development (DADR) of ECOWAS, or in Lomé at the Regional Agency for Agriculture and Food (RAAF);
- Duration of the mission is for the full lifetime of the Project after a probationary period of six months;
- The beginning of the mission is envisaged for July 1<sup>st</sup>, 2022;
- The position is full-time;
- The Consultant shall abstain from any situation which could put him/her in conflicts interests within the framework of the mission assigned to him/her.

### 4.2 Application package

Application package consists of:

- a letter of expression of interest, including the date of availability;
- a recent curriculum vitae providing details on professional experience and similar missions;
- Three professional references (full name, current and previous functions, telephone and email contacts)
- Certified copy of the highest diploma;
- Copies of work certificates or provision of services, as listed in the curriculum vitae.

### 4.3 Submission of applications

Applications are received at the latest on **15 JUNE, 2022 at 17H00 GMT**, hand-delivered or by email at the following addresses:

**Regional Agency for Agriculture and Food (RAAF),  
83, Rue de la Pâture, Lomé, Togo (in a sealed envelope marked: "Application for the position of  
Consultant, **PLEASE SPECIFY THE POSITION**, West Africa Food Security Resilience Programme  
(FSRP)"**

**Email: [recrutements.FSRP2022@araa.org](mailto:recrutements.FSRP2022@araa.org)**

subject: "Application for position of Consultant, **PLEASE SPECIFY THE POSITION**, West Africa Food Security Resilience Programme (FSRP)"

### 4.4 Method of selection

Consultants will be selected according to selection method based on qualification as defined by the Employment Rules of Consultants in projects financed by the World Bank. An interview may be organized with shortlisted candidates.

Only shortlisted candidates will be contacted. RAAF reserves the right not to proceed with this call for applications.

The Executive Director



**SALIFOU Ousseini**

