



CALL FOR APPLICATIONS

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Project :	Food System Resilience Program in West Africa Africa (FSRP)
Source of funding :	International Development Association (World Bank Bank)
Agreement no. :	IDA-D923
Selection method :	Selection of Individual Consultants (SCI)
Selection reference :	ARAA/FRSP/2025/SCI/25
Subject:	Recruitment of an assistant to support the FSRP's of the FSRP.
Publication date	June 27, 2025
Closing date :	July 13, 2025- at 23 H 59 GMT

1. Background and justification

Alongside CILSS, CORAF and eight (8) countries (Burkina, Chad, Ghana, Mali, Niger, Sierra Leone, Senegal and Togo), the Economic Community of West African States (ECOWAS) is benefiting from technical and financial support from the World Bank Group to increase preparedness against food insecurity and improve the resilience of food system stakeholders, priority landscapes and value chains through the West African Food System Resilience Program (FARS). This program is part of initiatives to combat the risks of climate change and disasters in the short and long term. Consequently, it reflects the operationalization of the ECOWAS regional agricultural policy (ECOWAP), drawing on regional institutions, organizations and players with proven skills, and supporting states in the development and implementation of the national agricultural investment, food security and nutrition plan (NAFSIP) cycles resulting from the Comprehensive Africa Agriculture Development Programme (CAADP) process.

The Food System Resilience Program (FSRP) is a proposal for multi-sectoral initiatives led by regional organizations (ECOWAS, CILSS, and CORAF) to advance regional integration in three mutually reinforcing priority areas for food system resilience in West Africa: **(i) Component 1:** Digital advisory services for the prevention and management of agricultural and food crises; **(ii) Component 2: Sustainability and adaptive capacity of the food system productive base;** and **(iii) Component 3: Integration of regional food markets and trade.**

Sustainability and adaptability of the food system's productive base; and **(iii) Component 3:** Integration of regional food markets and trade. The three-pronged approach is based on the 2021 *Action Plan for strengthening the resilience of the food system in West Africa*.

2. Program components

The FSRP is organized around five components: **(i)** the strengthening of digital advisory services for the prevention and management of regional agricultural and food crises; **(ii)** the sustainability and adaptability of the food system's productive base; **(iii)** the integration of regional food markets and trade; **(iv)** an emergency response component (CERC); and **(v)** program management.

Components 3 and 5 of the West African Food System Resilience Program are managed by the ECOWAS Commission, which has delegated management to the Regional Agency for Agriculture and Food (RAAA).

Mainly responsible for the regional coordination of the program, the RAAA regularly organizes workshops which generate several sub-activities related to procurement and which add to the workload of this department.

The present terms of reference are drawn up to recruit a professional intern to support the procurement of the West African Food System Resilience Program.

3. Description of the assignment

3.1 Purpose of the assignment

Participation in the management of procurement operations for the West African Food System Resilience Program (PRSA/FSRP) within the Administration and Finance Pool of the ARAA in Lomé.

3.2. Job description

The Assistant will perform the following tasks:

He (she) will collaborate with the Procurement Specialist (SPM) in conducting the procurement processes for capital goods, works and services, in accordance with the procurement procedures applicable to the project. In this capacity, he/she is responsible for, but not limited to, the following tasks:

Specifically, the Procurement Assistant's main tasks will be to :

- a. Monitor and update the Procurement Strategy of the Project to Promote Development (PPSD) and the Procurement Plans (PPM);
- b. Contribute to the preparation of tender documents, TORs, etc. ;
- c. Monitor and publish tender notices, calls for expressions of interest and the results of selection processes;
- d. When necessary, deputise for or assist the SPM as advisor or resource person in the preparation of bid opening and evaluation reports, and formulate an opinion;
- e. Draw up the periodic schedule of activities for the procurement department;
- f. Organize and ensure physical and electronic archiving of procurement documents documents;
- g. Contribute to the drafting of periodic reports for the procurement department;
- h. Ensure contract management, including monitoring of contract performance and completion deadlines contracts;
- i. Monitor the numbering of contracts to be awarded and contracts to be signed;

- j. Enter, update and use data in the Contract Monitoring System (CMS). STEP" World Bank contracts;
- k. Preparation of internal audit missions and PPRs carried out by the World Bank in STEP ;
- l. Ensure the management and monitoring of guarantees in the context of contract execution;
- m. Registration and follow-up of various purchase requisitions;
- n. Entry of various requisitions in the MM Module of SAP software;
- o. Support for the filing of documents relating to the procurement process (tender documents and notices, requests for no-objection, bidders' proposals, minutes of Contract Committee meetings, correspondence, etc.);
- p. Carry out any other task recommended by the hierarchy or any task or mission related to contracting entrusted to him/her.

4. Job profile

The candidate must meet the following criteria:

4.1. General qualifications

At least BAC+4 or equivalent in one of the following disciplines: law, management science, engineering, procurement, administration, commerce, finance, management, economics, or any other related field;

4.2. Experience and skills

- a. At least 3 years of professional experience in procurement, including at least 2 years in a similar procurement position in the public or private sector, or similar responsibilities in this field. Experience in an externally financed project is an asset;
- b. Perfect knowledge of procurement techniques in general and of the procurement procedures of multilateral development banks, in particular the World Bank or the African Development Bank, and of national procurement procedures, in particular the provisions of the Code des Marchés Publics and its implementing texts;
- c. Good knowledge of the project cycle;
- d. Good communication and teamwork skills;
- e. Good command of Microsoft Excel and Word;
- f. Proficiency in procurement software;
- g. Knowledge of the MM (Materials Management) module of SAP software would be an asset.
- h. Fluency in French or English is required. Good linguistic knowledge (written and oral) of a second working language of the ECOWAS Commission (English, French, Portuguese) would be an asset.

4.3. Skills and qualities

- a. Ability to work under pressure and good team spirit;
- b. Ability to follow up and manage concurrent activities for different internal clients
- c. Be able to maintain good inter-professional relations ;
- d. Have good professional and moral integrity ;
- e. Ability to work in a multicultural environment such as that of ECOWAS.

5. Job specifications

- a. Location of mission/position: Lomé - Togo with missions outside Togo as required. service requirements;
- b. Nature of contract and duration of assignment: individual consultant contract renewed annually on the basis of the results of the performance evaluation and the availability of funding.
- c. Trial period of six (06) months, at the end of which a performance evaluation will be carried out. achieved;
- d. Remuneration: local staff according to the ARAA salary scale.
- e. Administrative arrangements: the Procurement Assistant will be based within the RAAA and will report to the Senior Procurement Service Pool Specialist. He/she will work in close collaboration with the other divisions of the RAAA.

6. Duration of contract

The duration of the contract is twelve (12) months, renewable according to the performance of the successful candidate, the availability of resources and the needs of the position during the duration of the Project. A performance evaluation conducted by the Customer at the end of the first six (6) months corresponding to the probationary period will determine the continuation of the contract.

7. Selection process

A consultant will be selected in accordance with the selection method for individual consultants described in the World Bank's "Procurement Regulations". An interview session will be organized with a short list of the best pre-selected candidates. The best candidate at the end of the interview will be selected for contract negotiations.

8. Preparation and submission of applications

The application file must be made up of :

- a. A signed letter of interest, indicating the period of availability;
- b. A recent, signed curriculum vitae detailing professional experience and similar assignments;
- c. Three professional references (first and last name, current and previous positions, e-mail address and telephone number);
- d. Certified copy of the highest diploma in the relevant field;
- e. Copies of work or service certificates mentioned in the CV.

9. Submitting applications

The application, presented **in a single PDF format**, must be submitted by **July 13, 2025 - 23:59 GMT** - **via** **download** **at** https://araacedeao.sharepoint.com/:f:/s/Procurement/EonhFxCpbHxAvvITv0Ns6IEBVFQ4_rbq0IIW_M646noTfvg.

ARAA reserves the right not to consider applications that do not meet the above requirements. requirements.

10. Request for further information

Interested consultants may obtain further information by writing to the following e-mail addresses: procurement@araa.org cc: ctienon@araa.org ; lbarnabo@araa.org with the subject "**SCI 25-Assistant Procurement -FSRP**".

The Executive Director pi.