

## 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

## Expression of Interest

Selecting an individual consultant

### **Selected An procurement Assistant Contracting Consultant in support of the ARAA contracting team**

Reference : ARAA/FSS/2020/SCI/19 *dx*  
Release date : 03 JUL 2020  
Deposit Deadline : 24 JUL 2020  
Length of mission :  
Number of years of experience : 05 Years of minimum experience.

#### **I- Background**

ECOWAS Regional Agency for Agriculture and Food (ARAA) is mandated to "ensure the technical implementation of regional investment programmes and plans that contribute to the operationalization of regional agricultural policy, drawing on institutions, agencies and regional actors with proven competences." It functions as a specialized technical structure, delegated project and program management for ECOWAP/PDDAA. ARAA is currently coordinating the implementation of 13 regional projects and programmes, 5 of which are already closed.

As part of the agency's capacity building, the Spanish Cooperation funded the Regional Agricultural Policy Support Project. The project focuses on two components: (i) the establishment component of the ARAA and (ii) the implementation component of innovative actions in the area of social food safety nets. The implementation of the establishment component of the ARAA aims to equip the agency with the technical capabilities necessary for the successful execution of its mission. With this in mind, the technical unit has been set up for the technical supervision of the projects.

The proper execution of project activities depends on meeting deadlines for contracting procedures and speeding in the processing of contracting cases. However, the small staff of the contracting team does not allow the various contracts at the agency level to be processed on time. Also, as part of the Support for Regional Agricultural Policy Project, the Spanish Cooperation gave its favourable opinion to expand the contracting team on behalf of the 2020 budget

To this end, the ARAA wishes to recruit a dedicated Assistant Contracting Consultant to support the ARAA contracting team.



## **II- Task and Responsibilities**

- Under the supervision of the ARAA's Procurement Officer, the contracting assistant will be responsible for:
- Update the contracting plan at least once a year and whenever necessary;
- File and archive all Market documents and files;
- Attend the monitoring of contracting activities, including delays, so that potential sources of delay can be quickly identified;
- Write Requests for Expressions of Interest, Calls for Proposals and to ensure publication;
- Ensure the quality of the technical specifications and reference terms produced by the technical managers;
- Prepare tenders, quote requests and requests for proposals;
- Write contracts/contracts between the Agency and: consultants, suppliers and service providers Selected; Periodically produce market situations and contribute to procurement aspects;
- Provide supervision or possibly the secretariat of the committees or sub-committees of analysis;
- Perform any task or mission related to the contracting assigned by the hierarchy.

## **III- Qualifications / Experiences**

- A graduate degree in Administration, Contracting, Law, Finance, Trade, Economics or Related Areas (BAC-3)
- Have at least five (5) years of contracting experience and a good knowledge of the agriculture sector in the West African region.

## **IV- Qualification**

- He/she must have a solid knowledge of procurement in general, and the rules of procurement procedures of international, public institutions and Technical and Financial Partners (EU, AECID, AFD, DDC-Swiss Cooperation);
- Having knowledge of ECOWAS procurement would be an asset;
- He/she must have a good aptitude for communication and teamwork;
- Having mastery of contracting software would be an asset.

## **V- Language**

Having mastered one of ECOWAS' three working languages (English, French, Portuguese) is required. A good linguistic (written and oral) knowledge of a second working language of the Commission would be an asset.

## **VI.- Location, Duration and Start of Mission**

The consultant will be based in Lomé, Togo, at the headquarters of the Regional Agency for Agriculture and Food. The mission will start within 7 days of signing the intellectual service contract for a period of 6 months.



## VII. Nominations file

The application file consists of:

- A letter of expression of interest, including the time of availability;
- A recent summary detailing work experience and similar assignments;
- Three professional references (names and surnames, current functions, functions at the time of collaboration with the Consultant, email and telephone contacts)
- Copy of the highest degree in accounting/finance or management;
- Copy of the work or service certificates rendered, listed in the resume.

**NB: Any incomplete file will be rejected.**

## VI- Nominations

Applications are received by ..... **12 4 JUL 2020** at **16:00 GMT**, by hand or email filings at the following addresses:

**Regional Agency for Agriculture and Food (ARAA).**

83, Rue de la Pasture, Lomé, Togo (closed with the words: "Candidate, Contracting Assistant /ARAA")

Or by email to the addresses below:

[procurement.consultants@araa.org](mailto:procurement.consultants@araa.org)

Subject: "**Consultant Contracting Assistant/ARAA**"

***NB: Applications that do not include "Consultant, Contracting Assistant/ARAA" will not be considered.***

## VII-Selection method

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

Only shortlisted applications will be contacted. The ARAA reserves the right not to act on this expression of interest.

The Executive Director



**SALIFOU Ousseini**

