



Regional Agency for Agriculture and Food  
Agence Régionale pour l'Agriculture et l'Alimentation  
Agência Regional da Agricultura e Alimentação



## Terms of Reference

**Recruitment of a logistics assistant on behalf of the Regional Food Security Reserve Division (RRSA).**

<b>Reference:</b>	<b>ARAA/RRSA/2025/SCI/36</b>
<b>Date of publication</b>	<b>November 4, 2025</b>
<b>Application deadline</b>	<b>December 1, 2025, at 5:00 p.m. GMT</b>



## 1. BACKGROUND

The Regional Food Security Reserve (RRSA) was created in 2013 by ECOWAS Heads of State and Government with a view to (i) complementing Member States' efforts to provide rapid and diversified food and nutritional assistance; (ii) express regional solidarity with affected Member States and populations through transparent, equitable, and predictable mechanisms; and (iii) contribute to food sovereignty and the political, economic, and commercial integration of West Africa.

It consists of a physical reserve representing one-third (1/3) and a financial reserve representing two-thirds (2/3).

The operational management of this Reserve is carried out by the Regional Food Security Reserve Division (DRRSA) housed within the Regional Agency for Agriculture and Food (ARAA).

The physical component of the Regional Reserve involves complex logistical operations, including the acquisition, storage, transport, destocking, and traceability of stocks, which require good coordination and rigorous monitoring.

In order to improve the efficiency of the Reserve's operations, the DRRSA wishes to strengthen its team by recruiting a Logistics Assistant.

These terms of reference specify the conditions relating to this recruitment.

## 2. PURPOSE OF THE POSITION

Under the general supervision of the Head of the Regional Food Security Reserve Division and the technical supervision of the Operations Manager, the Logistics Assistant supports the planning, coordination, and monitoring of operations related to the management of Reserve stocks, ensuring compliance with Reserve procedures, cost optimization, and operational efficiency.

## 3. MAIN DUTIES AND RESPONSIBILITIES

The Logistics Assistant will be responsible for:

### 3.1) Support for logistics planning and coordination

- Participating in the development of the Reserve's operational plans (purchasing, receiving, quality and quantity control, etc.);
- Update logistics databases (inventories, stock movements, logistics service contracts).
- Collect, consolidate, and verify information relating to service providers (carriers, warehouses, freight forwarders, insurance companies, etc.).



### 3.2) Monitoring operations

- Monitor RRSA stock movements;
- Support the operational monitoring of purchasing, food reception, storage, and destocking processes.
- Participate in the preparation of periodic logistics reports (inventory status and condition, deliveries, withdrawals, losses, etc.).
- Ensure the administrative monitoring of purchasing and storage contracts;
- Support the evaluation of the performance of logistics service providers.

### 3.3) Document management

- Archive logistics documents: delivery notes, contracts, quality certificates, receipt reports, storage and inventory maintenance reports.
- Ensure the traceability of documents for all operations in the logistics chain.

### 3.4) Cross-functional support

- Contribute to logistics audits, inspection missions, and physical inventories.
- Support the logistical organization of field missions, workshops, and technical meetings.
- Support all other related tasks.

## 4. DESIRED PROFILE

### 4.1 Qualifications and experience

The Agency will give priority to candidates who have completed an internship or have initial experience.

- University degree (BAC+3) in logistics, transportation, operations management, or a related field, and a minimum of two (2) years of relevant professional experience in logistics, preferably in a humanitarian, food security, or inventory management environment, or
- University degree (BAC+5) in logistics, transportation, operations management, or a related field, and at least one (1) year of relevant professional experience in logistics, preferably in a humanitarian, food security, or inventory management environment.
- Experience with ECOWAS procedures, regional or international organizations is an asset.

### 4.2 Technical skills

- Good knowledge of the humanitarian supply chain: transport, storage, distribution.
- Proficiency in common office software (**Excel, Word, PowerPoint**).



- Ability to update and use **simple logistics databases** and produce **monitoring reports**.
- Good ability to write clear and concise technical reports.
- Fluency in French, English, or Portuguese is required, and knowledge of a second language among French, English, and Portuguese is an asset.

#### 4.3 Personal skills

- Organizational skills and attention to detail.
- Ability to work under pressure and in a multicultural team.
- Willingness to travel frequently within the ECOWAS region.

### 5. PLACE OF ASSIGNMENT

- This is a local position. The consultant will be based in Lomé, Togo, at the headquarters of the Regional Agency for Agriculture and Food (RAAF), with frequent travel to member states.
- The contract is for one year, with the possibility of renewal depending on the consultant's performance, the availability of resources, and the needs of the position.
- The assignment is full-time and excludes any other commitment that is incompatible with this condition.
- The consultant is required to refrain from any situation that could place him/her in a conflict of interest.
- The assignment will commence no later than two weeks after the intellectual service agreement has been signed.

### 6. SELECTION PROCEDURES

#### 6.1 Eligibility and qualifications

The ECOWAS Commission, through the Regional Agriculture and Food Agency (RAFA), hereby invites individuals to express their interest in providing the required services by submitting information demonstrating that they possess the necessary qualifications and relevant experience to carry out the assignment.

The attention of interested individual consultants is particularly drawn to Article 117 of the ECOWAS Revised Public Procurement Code ("Offenses Committed by Candidates, Bidders, and Successful Bidders"), which provides information on corrupt or fraudulent practices in competition or contract performance. In addition, please refer to the following specific information on conflicts of interest related to this assignment in accordance with Article 118 of the Revised ECOWAS Public Procurement Code.



## 6.2 Expression of Interest File

The expression of interest file consists of:

- A letter of expression of interest addressed to the Executive Director of the ARAA, including the period of availability;
- A recent curriculum vitae detailing professional experience and similar assignments;
- Three professional references (full names, current positions, positions at the time of collaboration with the service provider), email addresses, and telephone numbers;
- Certified copy of diploma(s);
- Copies of certificates of employment or service rendered, as listed in the resume.

The absence of any of the documents required for the application **may result in the application being rejected.**

## 6.3 Submission of applications

- Deadline for receipt of applications: **December 1, 2025, at 5:00 p.m. GMT.**
- Submission links : applications must be submitted by uploading them to the following drive link: <https://bit.ly/47mBthE>
- **Application format: applications must be submitted as a single PDF file .**
- **The ARAA reserves the right not to consider applications that do not comply with the above submission requirements .**

## 6.4 Selection method

The selection method is "selection based on the consultant's qualifications" as described in the ECOWAS Procurement Code.

## 6.5 Request for additional information

Interested consultants may obtain additional information by writing to the following email addresses: [procurement@araa.org](mailto:procurement@araa.org) cc: [ctienon@araa.org](mailto:ctienon@araa.org) , [ebannerman@araa.org](mailto:ebannerman@araa.org) and [bkpessiglo@araa.org](mailto:bkpessiglo@araa.org) with the subject line "**SCI36-RRSA- Logistics Assistant**".