

COMISSÃO DA CEDEAO

ECOWAS COMMISSION



COMMISSION DE LA CEDEAO

Département Agriculture, Environnement et Ressources en Eau

Department of Agriculture, Environment and Water Resources

ARAA / RAAF

Agence Régionale pour l'Agriculture et l'Alimentation

Regional Agency for Agriculture and Food

Expression of Interest

Selection of an individual consultant

Procurement Specialist

Reference:	ARAA/RRSA/2018/PI/01
Date of publication:	May 23, 2018
Deadline for filing:	June 04, 2018
Duration de The Mission :	Three (03) months renewable
Number of years of experience:	5 – 7 Years
Remuneration :	Between €4000 and €5000 per month depending on experience

1. Context

The Regional Agency for Agriculture and Food (RAAF) of the ECOWAS Commission, within the framework of the activities including the implementation and the coordination of projects and programs, solicits expression of interest of specialized consultants in public procurement with experience in the management of development projects financed by partners such as the European Union, the Spanish Agency for International Cooperation and Development, the Swiss Cooperation, the French Agency of Development and USAID.

Under the coordination of the ARAA Executive Director and the supervision of the Head of the Administration and Finance Division, the procurement expert will be responsible for:

- Prepare tenders and call for proposals documents;
- Ensure the quality of the call for proposal files;
- Ensure that procurement decisions comply with agreements signed with donors;
- Support the resolution of any procurement issues that may arise;
- Ensure business planning and follow-up of contract to avoid delays in the process of awarding, signing and executing contracts;
- Coordinate with the Head of the Administration and Finance Division and the Program and Project Coordinators to ensure that contracting is fully integrated into the planning and management of the funds.

2. Tasks

The tasks of the procurement expert are as follows:

- Preparation and coordination of planning for procurement of supplies, non-intellectual services, selection of consultants and calls for proposals;
- Update the procurement plan at least once a year and whenever necessary;

- Keep and archive of all documents and records of procurement processes;
- Develop a mechanism for monitoring the procurement, including time limits, in order to be able to quickly identify potential sources of delay, propose solutions to solve them.
- Prepare and advertise notice of expression of interest and call for proposal;
- Verify the quality of the technical specifications and terms of reference produced by the technical managers;
- Prepare tenders documents, request for quotation and request for proposals;
- Ensure advertisement of notices in appropriate medias (website, newspapers);
- Participate to bid opening, bids evaluation, contracts awarding and act as advisor in such processes.
- Draft contracts between RAAF and other parties (consultants, vendors);
- Prepare and follow up non-objection request to donor's agencies as appropriate;
- Ensure that all procurement decisions comply with agreement between ECOWAS and Donors;
- Advise RAAF on procurement related matters;
- Advise RAAF on contract management issue including disputes resolution;
- Assist with other procurement responsibilities as identified by RAAF;
- Prepare procurement periodic reports and participate to financial monitoring reports;
- Ensure that procurement commitments are duly reported to accounting unit.
- Ensure advertisement and individual notification of procurement selection results to tenders;
- Act as secretary of the procurement evaluation committee;

3. Qualifications/Experiences

- A higher degree in engineering, Architecture, Administration, Contracting, law, finance, trade, economics or related fields (BAC + 4);
- Have between five (5) and seven (7) years of experience in the field of procurement and a good Knowledge of the Agriculture sector in the West African region;

4. Skills

- strong knowledge of procurement in general, and procurement procedures of technical and development agencies (EU, AECID, AFD, Swiss cooperation, USAID, GIZ...);
- Knowledge of ECOWAS procurement regulation would be an asset;
- have a very good ability to resolve problems related to procurement;
- have a good aptitude for communication and teamwork;
- have knowledge of IPSAS;
- Have knowledge of SAP integrated software, including the contracting module;
- Having the good command of procurement management software would be an asset;
- Have a good command of one of the three working languages of ECOWAS (English, French, Portuguese) is required. The Good linguistic knowledge (written and oral) of a second working language of the Commission is required.

5. Location and duration And start of the mission

The consultant will be based in Lomé In Togo, at the headquarters of the regional Agency for Agriculture and food. The duration of the mission is three (03) months with the possibility of an extension according to the availability of funds and the performance of the consultant. The assignment will start within seven days after contract notification.

6. Remuneration

The consultant will receive a monthly remuneration in the form of a lump sum. The remuneration is between € 4 000 and € 5000 depending on experience and qualification. No other allowances or perdiems will be granted. The consultant takes care of the medical and professional insurance

necessary for his mission. If the consultant is not a resident of Togo, the travel expenses at the beginning and end of the assignment will be supported by the ARAA. In addition, the consultant will benefit from 2 days of leave per month of mission accomplished.

7. Applications

The application package is made up of:

- A letter of expression of interest, including the period of availability;
- A recent curriculum vitae detailing the work experience and similar assignment;
- Three professional references (names and forenames, current functions, functions at the time of collaboration with the Consultant, email and telephone contacts);
- Certified copy of the highest degree;
- Certificate of employment or assignment completion mentioned in the CV.

8. Submission of applications

Applications are received no later than **04 JUN 2018** at 12 h 00 mn GMT, by hand deposits or by e-mail at the following addresses:

Regional Agency for Agriculture and Food (RAAF)

83, Rue de la Pâture, Lomé Togo (sealed envelope « Procurement Specialist/RAAF »)

Procurement@araa.org cc: araa@aara.org

With object: "Procurement Specialist /RAAF"

9. Selection method

A Consultant will be selected according to the qualification-based selection method as defined in the ECOWAS procurement Code. An interview session may be organized with a short List of consultants.

The Executive Director

SALIFOU Ousseini

