



ECOWAS COMMISSION  
COMMISSION DE LA CEDEAO  
COMISSÃO DA CEDEAO

CENTRE DE GESTION DES RESSOURCES EN EAU (CGRE)  
WATER RESOURCES MANAGEMENT CENTER (WRMC)  
CENTRO DE GESTÃO DOS RECURSOS HÍDRICOS (CGRH)

---

## **Terms of Reference (TOR) for the Recruitment of a Procurement Specialist (PS), for the Special Project: “Improving access to drinking water for the benefit of vulnerable populations in the ECOWAS Member States».**

-----

### **I. Project Context**

The **Water Resources Management Center (WRMC)** is the specialized agency in charge of water resources management of the **Economic Community of West African States (ECOWAS)**. In a context of climate change and violent extremism affecting part of the population of the community area, ECOWAS, through the WRMC, wishes to improve the conditions of access to drinking water in the target beneficiary areas at the level of the **fifteen (15)** West African States.

Thus, the WRMC initiated a **Special Program** : “Improving Access to Drinking Water”, spanning **three (03) years (2024-2026)**. As a focus for action, the special program targets the creation of resilient infrastructure projects providing access to drinking water for the benefit of vulnerable populations in ECOWAS member states. This special project comes as a continuation of the pilot phase relating to the construction in 2022 of three (03) Autonomous Water Stations in the prefecture of Mayahi, Maradi Region in the Republic of Niger.

At regional level, the project as a whole is aligned with **ECOWAS Vision 2050**, in its Pillar 04: "*Inclusive and Sustainable Transformation and Development*", through the improvement of access to basic services (water, sanitation, etc.) for sustainable development; an integral part of Strategic Orientation (ORS1): "*Ensuring Human and Social Development*". It also contributes to the implementation of Strategic Axes 02 and 03 of the West African Water Resources Policy (**PREAO**), which aim to : Promote investment, cooperation and regional integration in the water sector. Finally, this project contributes directly to the achievement in West Africa of target 6, and indirectly of targets 2 and 3 of the United Nations Sustainable Development Goals (SDGs), through the development of socio-economic and environmental services linked to access to drinking water.

The purpose of these Terms of Reference (TOR) is to recruit a **Procurement Specialist**, in order to carry out the necessary procurement activities within the framework of the special project for the construction of drinking water infrastructure in target localities designated by the national supervisory structures of ECOWAS member states for the year 2024

## **II. Job description of the Procurement Specialist (PS)**

### **1. Position and Mission**

The position is for a Consultant at the at the Ouagadougou based Water Resources Management Center (WRMC/CGRE), to carry out all activities relating to the preparation of standard documents required for the award of contracts in accordance with the regulatory provisions for the construction of drinking water access infrastructures in the beneficiary states for the year 2024. The PS will work in close collaboration with the Senior Engineer in charge of technical studies for the realization of said infrastructures.

### **2. Objectives**

In compliance with the ECOWAS Procurement Code, the main objective of the Procurement Specialist (PS), in collaboration with the Senior Engineer, will be to carry out the necessary activities leading to the development of a Standard Bidding Document (SBD), to be submitted to the various local service providers in the beneficiary states, with a view to selecting the suppliers/companies to build the drinking water supply infrastructures.

**Specifically**, the procurement specialist will be responsible for :

- Establish a simple and effective procurement management system (simplified procurement manual, etc.);
- Apportion, in collaboration with the senior engineer, the lots on the basis of the number and geographical distribution of the beneficiary localities;
- Participate in the development of service provider selection criteria;
- Develop a procurement plan for the entire project;
- Develop all the documents necessary awarding the relevant contracts
- in compliance with the requirements of the ECOWAS public procurement code (SBD, administrative and financial evaluation criteria, etc.);
- Lead the procurement process;
- Organize the archiving of all contracts related files;
- Conduct monitoring and management activities for signed contracts and evaluate awarded contracts.

### **3. Expected Results**

The expected results from the procurement specialist's assignment are as follows :

- ✓ A procurement plan in accordance with ECOWAS' rules and procedures.
- ✓ Instruments and tools for monitoring contract execution as well as contract evaluation following execution.
- ✓ Identification of the lots for the development of the requested infrastructure.
- ✓ A Standard Bidding Document (DAOT) and service contract for works completed for the entire project available.
- ✓ Evaluation criteria for the selection of service providers.

- ✓ A final report of the entire procurement process.

#### **4. Deliverables**

The procurement specialist must produce the following documents :

- a report listing the various procurement documents for the established project; y the procurement plan;
- the SBD available per batch;
- Bidding reports (launch, examination, assessment, award, execution, contract management, etc.);
- monthly activity reports;
- any other document relating to issues with goods and services procured to carry out the work..

#### **5. Location and duration of the assignment**

The PS mission will be carried out at the Water Resources Management Center (WRMC/CGRE), in Ouagadougou, Burkina Faso and its duration will be six (06) months, renewable. Renewal will be done on the basis of performance achieved following evaluation.

#### **6. Profile and qualification of the Procurment Specialist**

To be eligible, the procurement specialist must have the following minimum profile:

- Qualification level: Bac + 5 years;
- Description of profile: Master's degree, Master's degree or in Public Procurement Engineering,
- Public administration, Management, Economics, finance, Trade related field.
- Years of experience: at least 10 years of general experience;
- Nature of experience: knowledge of procurement techniques in general and procurement procedures. Proof of experience as a Procurement Specialist, in projects financed by donors on a global basis or public procurement, including at least five (5) years of experience as a Procurement Specialist in procurement projects. infrastructure development. Good knowledge of the ECOWAS Procurement Code. Knowledge of procedures in beneficiary Member States will be an advantage;
- Good communication and report writing skills;
- Good ability to resolve problems related to public procurement;
- Good command of common IT tools;
- Good team spirit and ability to work under pressure;
- Proof of good integrity and rigor in the processing of files.

#### **7. Procurement Specialist Selection Criteria**

The consultant will be selected according to the qualification-based selection method as defined in the ECOWAS Public Procurement Code.

The interested resource person must: Have the nationality of one of the ECOWAS countries; and justify the qualifications necessary for the needs of the project, in particular:

Criteria	Nombre of Points
<b>Qualification level:</b> Bac + 5 years; <b>Profile description:</b> Master's degree, Master's degree or Engineering in Public Procurement, Public Administration, Management, Project Management, Economics, Finance, Trade or related field.	<b>15</b>
General procurement experience: <b>10 years</b>	<b>15</b>
Specific experience of at least five (05) years as a Procurement specialist in infrastructure development projects: (10 points per year of experience with a maximum of 50 points)	<b>50</b>
good knowledge of the ECOWAS Public Procurement Code required.	<b>5</b>
Knowledge of procedures in beneficiary Member States will be an advantage (2 points per Member State with a maximum of 10) points)	<b>10</b>
Proficiency in at least two ECOWAS languages (French, English)	<b>5</b>
<b>Total of points</b>	<b>100</b>

**NB :** Candidates with the highest scores will be short-listed. An interview will be held for the final selection. **A minimum score of 70/100 is required.**

### III. Generales Conditions for the position

#### 1. Eligibility

The ECOWAS Commission, through the Water Resources Management Center (CGRE), hereby invites individuals to express their interest in providing the required services by providing information on their abilities for carrying out the assigned missions. based on the qualification criteria described above in the TOR.

**\* Attention of interested resource person is drawn to the ECOWAS policy on conflicts of interest.**

#### 2. Application file

The application file includes the following items:

- A letter of motivation as expression of interest, indicating the period of availability of the Specialist;
- An updated and signed curriculum vitae detailing professional experience and similar assignments;
- The professional references of the experiences mentioned in the CV must stand out (first and last name, current and previous positions, email address and telephone number);
- A certified copy of the cited reference degree;
- Copies of work or service certificates mentioned in the CV.

### **3. Submission and request for additional information**

Interested candidates are invited to apply by sending their application files by email to the address: wrmc\_cgre@ecowas.int or by post to the address 11 BP 1437 Ouaga 11 Burkina Faso, or submitted in sealed envelopes to the CGRE at the “Maison de la ECOWAS” located in Ouaga 2000 Tel: +226 50351135 with the reference in subject: “**Procurement Specialist – Special Project: PEA**”».

For further information, please refer to the above addresses.

### **4. Submission deadline**

The deadline for receiving applications is **May 31, 2024 at 4:00 p.m.**