

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

Terms of reference

**Selection of a consultant for the services of
PROCUREMENT ASSISTANT**

**For the support to the Pool of the administration and finance
division of ECOWAS, Lomé (Togo).**

1- Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was created on May 28, 1975. It is made up of the following fifteen (15) Member States: Benin, Burkina Faso, Cabo Verde, Ivory Coast, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.

As part of the implementation of projects and programs contributing both to the operationalization of the ECOWAS Agricultural Policy and to the Development of regional infrastructure projects, ECOWAS, through its Executing Agencies based in Lomé, in particular the Regional Agency for Agriculture and Food (ARAA), the Project Preparation and Development Unit (PPDU), the ARAA hereby solicits applications from service providers, in support of the Lomé administrative and financial service pool.

2- Description of the mission

2.1 Mission objective

Participation in the management of procurement operations for ECOWAS entities supported by the ECOWAS Administration and Finance Pool in Lomé.

2.2. Description of tasks

The Consultant will carry out the following tasks:

- Registration and follow-up of the various purchase requests;
- Entered the various requisitions in the MM Module of the SAP software;
- Drafting of service offers;
- Preparation of files in response to calls for tenders;
- Participation in the opening sessions of offers and proposals;
- Drafting of contracts;
- Preparation of the various opinions and follow-up of their publications;
- Drafting of compliance control letters and memos for the various procurement stages;
- Elaboration and Analysis of the various bid opening reports, bid evaluation reports;
- Documentary review prior to the examination of a request for an opinion on a market;
- Filing of all documents concerning the procurement process (tender files and notices, requests for no objection, bidders' proposals, minutes of meetings of the Procurement Committee, correspondence, etc.);
- Registration, follow-up and transmission of invoices;
- Reconciliation of invoices received and payments;
- Contract follow-up;
- Carry out any other tasks assigned to him by his superiors.

3. Profile and experiences

The candidate required must meet the following criteria:

3.1. General Qualifications

- Have at least a university degree at BAC+3 level in law, procurement, project management, economics, financial administration, accounting or any other degree in related fields;

3.2. Experience

- Have a confirmed professional experience of at least two (02) years in procurement ;
- Good knowledge of ECOWAS procurement procedures would be an asset.

3.2. Skills

- Have a solid knowledge of procurement in general, and the rules of procurement procedures of international, public institutions and Technical and Financial Partners (BM, EU, AFD, USAID, SDC-Swiss Cooperation);
- Good aptitude for communication and teamwork;
- Good command of Microsoft Excel and Word software;
- Mastery of procurement software;
- Knowledge of the MM (Materials Management) module of SAP software would be an asset
- Proficiency in one of the three ECOWAS working languages (English, French, Portuguese) is required. Good linguistic knowledge (written and oral) of a second working language of the Commission would be an advantage.

3.3. Abilities and qualities

- Be able to work under pressure and have a good teamwork spirit;
- Ability to maintain good interprofessional relationships;
- Have an ability to work in a multicultural environment like that of ECOWAS.

4. General conditions of services

4.1. Main competences concerning ECOWAS

- Be able to draw inspiration from the Code of Ethics to manage oneself, others, information and resources;
- Understand diverse cultural perspectives, especially those of West African nationals, and take into account differences between groups;
- Be able to fight against prejudice and practice tolerance and empathy;
- Master the rules and procedures of ECOWAS in terms of assigned responsibilities and be able to explain them clearly to other actors;
- Ability to convey information clearly and concisely, succinctly and organized, both in writing and verbally;

4.2. Conditions, place, duration and start of the mission

- The Consultant will be based in Lomé, Togo within the Regional Agency for Agriculture and Food (ARAA) of ECOWAS;
- The duration of the assignment is 12 months with the possibility of renewal depending on the availability of funds and the performance of the consultant following a satisfactory evaluation;
- Positions are full-time;
- The service provider is called upon to refrain from any situation that could put him or her in a conflict of interest within the framework of the mission assigned to him;
- The remuneration conditions for the consultant's services correspond to those of a local employment (based in Lomé, Togo).