SADC Secretariat African Development Bank

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# Terms of Reference

# for

# Procurement Expert

# May 2014

# Prepared By:

# SADC Climate Services Centre

# The Directorate of Infrastructure and Services

# SADC Secretariat

# Private Bag 0095

# Gaborone

Botswana**TERMS OF REFERENCE FOR TECHNICAL ASSISTANCE: PROCUREMENT EXPERT - SADC/AfDB ACMAD DMC/CLIMATE SERVICES CENTRE PROJECT**

Job Title: Technical Assistant: PROCUREMENT EXPERT for AfDB/ACMAD DMC/CSC Project

Job Grade: (Not applicable - Consultant)

Department: Directorate of I&S

Institution: SADC Secretariat

Location: SADC CSC Headquarters

Report to: Project Coordinator–SADC AfDB/ACMAD CSC Project

**1. Background**

The Institutional Support Project to the African Climate Institutions (ISACIP) funded by the African Development Bank (ADB) aims to strengthen the capacity of African climate centers to generate climate information and to allow their wide dissemination to end users.. These centers are: the African Centre of Meteorological Applications for Development (ACMAD) Regional Centre for Agrometeorology and Operational Hydrology (AGRHYMET), IGAD Climate Prediction and Applications Centre (ICPAC) and SADC Climate Services Centre (SADC-CSC) former Drought Monitoring Centre (DMC). This project will strengthen the capacity of various African scientists to generate relevant information on climate and to make them available to end users referred through appropriate channels.

This project which covers a formal period of three years provides in its first year of implementation, provision of a rehabilitation center infrastructure, construction of new buildings and the purchase of equipment, goods and various materials.

To this end, the SADC-CSC intends to engage the services of an individual consultant to be responsible for coordinating CSC procurement plans and implementing the procurement of goods and services in accordance with the AfDB Procurement Policies and guidelines.

**2. Specific Tasks of Procurement Expert**

The Procurement Expert will be part of the Project Team working on the implementation of the project’s activities and will assume ongoing activities including activities yet to be initiated.

Under the supervision and coordination of the Project Coordinator, she/he would be responsible for the specific procurement activities needed for program implementation. The Procurement Expert would carry out the following specific tasks without them being exhaustive:

* Develop a comprehensive list of all acquisitions of goods and services provided on the financing of the project ISACIP for all components;
* Follow up with recipients of technical services for the acquisition of the unit or project coordination, preparation and finalization of terms of reference (TOR) for the procurement of consultancy service, and technical specifications for goods and works;
* Complete records of tender and requests for proposals (based on the models provided by the AfDB) to be subjected to no objection from the Bank and ensure their transmission / sale as appropriate;
* Proceed with the launch of tenders (if applicable to the call for expressions of interest or screening), in the manner agreed in the grant agreements;
* Ensure proper management of calls for tender;
* Supervise and monitor the evaluation of bids and proposals received;
* Prepare contracts, after obtaining no-objection if it is required, and ensure their signatures by persons qualified to do so;
* Design, implement a database of providers and ensure the update, and develop management statistics that will allow donors to measure the level of project performance in terms of procurement;
* Plan, prepare and coordinate the timing of acquisition of consulting services and goods and works;
* Prepare reports of activities prescribed by the manual of procedures for acquisition, but also any other reports related to the procurement that the lessor may seek in connection with the performance of project;
* Develop and maintain the procurement plan on a model consistent with AfDB procedures, including the provisional estimate, the procedure for procurement under the terms of the MoU signed between AfDB and ACMAD ;
* Develop records of tenders for works, supplies and requests for proposals for consultancy services as provided in the grant agreement;
* Prepare, implement and update general reviews and advice specific procurement, expressions of interest for consultancy services, works and supplies;
* Implement activities in accordance with the approved Procurement Plan;
* Participate in committees receiving supplies, works and services, and to ensure that these goods and services received comply with contract specifications;
* Monitor the implementation of service - and supply contracts;
* Produce periodic reports on the market situation and suppliers’ performance;
* Keep an up to date and accurate register of all the project property;
* Assist in dealing with claims and litigation to contracts and procurement.

**3. Main Purpose**

Shall be responsible for the coordination of ALL procurements under the Project. Shall advise and assist the Project Coordinator on all procurement issues in connection with the implementation of the SADC/AfDB ACMAD DMC/CSC Project within the I&S Directorate.

**4. Reporting Relationships**

The Procurement Expert shall report to the Project Coordinator – SADC/AfDB CSC Project.

**5. Scope of Services**

The scope of services of the Procurement Expert will include, but not limited to the following:

* Make sure that the procurement files receive necessary approvals from AfDB under the thresholds and deadlines agreed in the donation agreement and procurement plan
* Ensure the inclusion in the agenda of the committee stage of the evaluation process of procurement (opening of bids, evaluations and assignments);
* Ensure the confidentiality of reports evaluating bids up to the award of contracts;
* Make sure that the unsuccessful bidders receive the necessary information immediately after the decision to award of contracts;
* Reporting practices contrary to good governance in the process including cases of influence peddling, conflict of interest or insider trading;
* Ensure that the procedures outlined in the agreement with the lessor are respected at all stages of the procurement of goods and services;
* Participate as external expert to the committee of Project Management Team meetings.
* Carry out any other duties as may be delegated by the Project Coordinator.

**6. Qualifications and Experience**

The Procurement Expert will be from one of the SADC Member Countries and will have the following qualifications and experience:

* A minimum of first degree in procurement or supply chain management or engineering or administration or law or any other relevant field and post graduate training in procurement or related subject, or equivalent by experience;
* Good knowledge of standard procurement methods and procedures following UNCITRAL model law. Specific knowledge and experience in AfDB procurement procedures will be a distinct advantage;
* Minimum Ten (10) years relevant working experience, of which five years continuous experience is in procurement management at senior level, preferably in an international organisation;
* Knowledge of AfDB and World Bank Guidelines as well as SADC procurement procedures and documentation will be an added advantage;
* Experience in training, capacity building and setting up procurement systems in a new organisation will be a distinct advantage;
* Computer literacy and competence, Microsoft Word, Excel, Access, Power Point;
* Proven ability to work and interact with people from diverse, professional, social and cultural backgrounds;
* Fluency in written and spoken English. Knowledge of Portuguese and French would be an added advantage;
* Excellent analytical skills and report writing.

**7. Other Requirements:**

* + Excellent planning, organising and writing skills;
  + Strong management skills, particularly ability to provide strategic direction and technical supervision,
  + Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships;
  + Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment;
* Excellent coordination and negotiation skills;
* Excellent organizational and recordkeeping skills;
* Experience in dealing with senior business executives and government officials;
* Good team player while being independent and able to work autonomously; and

**8. References**

Verifiable references and membership of professional organization(s). Previous work experience in projects funded by the African Development Bank Group or World Bank would be a strong advantage.

**9. Performance criteria**

The performance of the Procurement Expert will be evaluated quarterly. The criteria used to measure his/her performance will be:

* Timely processing of procurement requisitions;
* Ability to meet deadlines in terms of procurement;
* Compliance with procurement procedures foreseen in the Grant, measured by the number of rejected submissions for prior examination and post-review audit findings (technical and financial);
* Delivery of tendered supplies and services.

**10. Expected Deliverables**

The Procurement Expert is expected achieve the following key deliverables at the minimal (list not exhaustive):

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| --- | --- | --- |
| **Duration (days)** | **Type of Procurement** | **Key Deliverable** |
| End of 150 working days | Procure Civil Works for renovation of EWS Lab using AfDB Shopping Procedure | Purchase Order/Contract submitted to supplier |
| End of 255 working days | Procure services on designing and supervision of the renovation of EWS LAB using Quality and Cost Based Selection (QCBS) | Subject to none delays by supplier – contracts management up to commissioning of the renovation works. |
| End of 150 working days | Procure Goods (equipment) of integrated computer system and Telecom using AfDB International Competitive Procedure | Purchase Order/Contract submitted to supplier |
| End of 60 working days | Procure Goods (equipment) of Automatic Weather Station (AWS) using shopping Procedure | Purchase Order/Contract submitted to supplier |
| End of 90 working days | Procure Services – Direct sourcing for Technical Assistance and Contractual services using shortlist for individual consultants. | Subject to approval of ‘no objection,’ contract offered and signed by Consultant. |
| End of 150 days | Procure Goods for the training centre facilities | Subject to none delays by supplier – receipt of goods ordered, acknowledged to that effect by GRN. |
| End of 45 working days | Administrative works on filing of all tenders documents and supporting documents for previous tenders | Filing completed and signed by relevant signatories |

**11. Terms of Execution**

Upon notification of the contract, the expert will review the terms of its mission and report all points requiring additional information or clarification. He will contact the Project Management Team (PMT) to collect all the information, instructions, guidelines governing the conduct of the assignment.

**12. Duration and Timing**

Contract duration will initially be seventeen (17) months with a possibility of an extension should the project require the further services of a procurement expert and upon satisfactory performance. The Procurement Expert will be expected to start work on August 1, 2014. The PMT of ISACIP will oversee the implementation of the assignment.