



TERMS OF REFERENCE

CONSULTANCY SERVICES FOR THE RESILIENT HEALTH SYSTEMS AND EMERGENCY PREPAREDNESS PROJECT – (PROCUREMENT EXPERT)

1. Background

The Southern African Development Community (SADC) Secretariat has received financing from the African Development Fund towards the cost of the **Resilient Health Systems and Emergency Preparedness Project** and intends to apply part of the agreed amount for this grant to payments under the contract for a **Procurement Expert**.

2. Outcomes and Impacts

- a. Over the past decade, the Southern African Development Community (SADC) has made significant strides in strengthening emergency preparedness and response. Central to this progress is the SADC Disaster Preparedness and Response Strategy and Fund (2016–2030), which prioritizes risk understanding, disaster management information systems, and regional coordination mechanisms. In the health domain, the SADC Protocol on Health and the SADC guides member states in building resilient health systems, improving surveillance, and coordinating cross-border responses to health emergencies. These are complemented by the SADC Pooled Procurement Services (SPPS) Business Plan, launched in 2025, which aims to transform healthcare procurement by reducing costs, enhancing access to essential medicines, and promoting regional self-reliance. The SPPS adopts a hybrid model combining coordinated information sharing, group contracting, and centralized purchasing, with support from partners like WHO, UNFPA, and GIZ. These initiatives are further bolstered by the operationalization of the SADC Humanitarian and Emergency Operations Centre (SHOC) and the development of a regional Emergency Response Team (ERT), positioning the region to respond more effectively to public health and climate-related emergencies.

Despite these efforts, the implementation of SADC's emergency preparedness strategies has faced several operational and systemic challenges. The SADC Humanitarian and Emergency Operations Centre (SHOC) in Nacala, Mozambique, is now operational and equipped with a Situation Room for real-time coordination. However, its integration with pandemic preparedness, national disaster management systems remain uneven, and its scope needs to expand to cover a broader range of hazards, including health, wildfires, and earthquakes, among others. The SADC Regional Pandemic Preparedness and Response Plan and the Disaster Preparedness and Response Strategy have laid a strong foundation, but progress has been slowed by limited financing, fragmented data systems, and insufficient human resource capacity at national and regional levels. Between 2020 and 2024, the region experienced over 120 disease outbreaks and more than 80 climate-related disasters, including cyclones, floods, and droughts, which exposed critical gaps in early warning systems, supply chain resilience, and cross-border coordination. Prevalent malnutrition significantly undermines the economic potential of regional member countries. This vulnerability is profoundly amplified during emergencies, emphasizing a critical need for integration of nutrition interventions within emergency related interventions. This project on emergency preparedness and resilience building will address these gaps by supporting digital integration of early warning systems, strengthening cross-border surveillance, capacity building for rapid response teams, and nutrition in emergencies, youth-led innovation in procurement and logistics, thereby enhancing the region's ability to respond swiftly and equitably to future crises.

As part of implementation of the **Resilient Health Systems and Emergency Preparedness Project**, SADC Secretariat is recruiting a **Procurement Expert**. These Terms of Reference (ToRs) describe the responsibilities for the Procurement Expert position.

3. Objective of the assignment:

The **Procurement** Expert shall support the Project Implementation Unit (PIU) to coordinate and manage the implementation of the **Resilient Health Systems and Emergency Preparedness Project** within the Directorate of Social and Human Development (SHD) and ensure that procurements under the project are conducted in line with the African Development Bank's (AfDB) Procedures, Grant Agreement and SADC procurement systems. The core function shall be to ensure that procurements are delivered on time, to the required specifications; and are consistent with the overall Project budgets and objectives. This will include procurement, reporting and communication with the SADC Secretariat and the African Development Bank on the procurement for goods and services in accordance with SADC and Africa Development Bank procurement guidelines, regulations standards and procedures or other approved guidelines and procedures as may be agreed for the project. Efficiently undertake the procurement process and contract management whilst ensuring fiduciary

compliance, value for money, efficiency, transparency, fairness, and accountability/ethical standards.

4. Reporting Relationships

The Procurement Expert shall report to the Project Coordinator– **Resilient Health Systems and Emergency Preparedness Project** within the Directorate of Social and Human Development (SHD) in coordination with the Procurement Unit.

5. Duration of Assignment

The duration of the assignment shall be **36 months**. The place of assignment will be at the SADC Secretariat in Gaborone Botswana.

6. 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 will be responsible for the specific procurement activities needed for project implementation. The Procurement Expert will among other tasks, carry out the following specific tasks without them being exhaustive:

- (i) Develop a comprehensive list of all acquisitions of goods and services provided on the financing of the Project for all components;
- (ii) 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;
- (iii) 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;
- (iv) Proceed with the launch of tenders (if applicable to the call for expressions of interest or screening), in the manner agreed in the grant agreement;
- (v) Ensure proper management of calls for tender;
- (vi) Supervise and monitor the evaluation of bids and proposals received;
- (vii) Prepare contracts, after obtaining no-objection if it is required, and ensure their signatures by persons qualified to do so;
- (viii) 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;
- (ix) Plan, prepare and coordinate the timing of acquisition of consulting services and goods and works;

- (x) 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 the Project;
- (xi) Develop and maintain the procurement plan on a model consistent with AfDB procedures, including the provisional estimate, in Protocol of Agreement signed between AfDB and SADC;
- (xii) Develop records of tenders for works, supplies, and requests for proposals for consultancy services as provided in the grant agreement;
- (xiii) Prepare, implement, and update general reviews and advice specific procurement, expressions of interest for consultancy services, works and supplies;
- (xiv) Implement activities in accordance with the approved Procurement Plan;
- (xv) Participate in committees receiving supplies, works, and services, and to ensure that these goods and services received comply with contract specifications;
- (xvi) Monitor the implementation of service - and supply contracts; and keep Maintain Contracts Register
- (xvii) Produce periodic reports on the market situation and suppliers' performance;
- (xviii) Keep an up to date and accurate register of all the Project property; and
- (xix) Assist in dealing with claims and litigation to contracts and procurement.
- (xx) Make sure that the procurement files receive necessary approvals from AfDB under the thresholds and deadlines agreed in the grant agreement and procurement plan
- (xxi) Ensure the inclusion in the agenda of the committee stage of the evaluation process of procurement (opening of bids, evaluations, and assignments);
- (xxii) Ensure the confidentiality of reports evaluating bids up to the award of contracts;
- (xxiii) Make sure that the unsuccessful bidders receive the necessary information immediately after the decision to award of contracts;
- (xxiv) Reporting practices contrary to good governance in the process including cases of influence peddling, conflict of interest or insider trading;
- (xxv) Ensure that the procedures outlined in the agreement with the lessor are respected at all stages of the procurement of goods and services;

- (xxvi) Participate as external expert to the committee of Project Management Team meetings; and
- (xxvii) Carry out any other duties as may be delegated by the Project Coordinator.

7. Qualifications and Experience

The Procurement Expert must possess the following minimum qualifications and experience:

- (i) A minimum of a master's degree or equivalent in Business, Law, Procurement, Supply Chain Management, Economics, or other related disciplines of similar degree level from a recognized University;
- (ii) Professional qualification in procurement and supply chain management such as CIPS Level 6 will be an added advantage.
- (iii) Minimum of Eight (8) years relevant working experience in providing procurement support, implementation of projects and broad expertise in the management of procurement in the public sector or in an international organisation;
- (iv) A minimum of Three (3) years' experience in the practice of procurement of goods, works and the acquisition of consulting services under the African Development Bank Procurement Framework or other multilateral development banks (MDBs). Specific knowledge and experience in SADC Procurement procedures will be an added advantage.
- (vi) Computer literacy and competence, Microsoft Word, Excel, Access, Power Point.
- (vii) Fluency in written and spoken English. Knowledge of Portuguese and French would be an added advantage; and
- (viii) Excellent analytical skills and report writing.

8. Other Requirements

- (i) Excellent planning, organising, and writing skills;
- (ii) Strong management skills, particularly ability to provide strategic direction and technical supervision;
- (iii) Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships;
- (iv) Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment;
- (v) Excellent coordination and negotiation skills;
- (vi) Excellent organizational and recordkeeping skills.

- (vii) Experience in dealing with senior business executives and government officials; and
- (viii) Good team player while being independent and able to work autonomously.

9. References

Candidates must include verifiable references and membership of professional organization(s).

10. Performance Criteria

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

- (i) Timely processing of procurement requisitions;
- (ii) Ability to meet deadlines in terms of procurement.
- (iii) 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);
- (iv) Delivery of tendered supplies and services.

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/she will contact the Project Management Team (PMT) to collect all the information, instructions, and guidelines governing the conduct of the assignment.