

**EAST AFRICAN COMMUNITY
SECRETARIAT**



**TERMS OF REFERENCE
(INDIVIDUAL CONSULTANT)
FOR
PROCUREMENT EXPERT
(REF: EAC/ENSURE PROJECT 005/2024)**

**ENABLING SUSTAINABLE REGIONAL AGRICULTURAL EXTENSION (ENSURE)
PROJECT**

Position: Procurement Expert

Type: Consultancy

Reports to: Director Productive Sectors **through** the Principal Agricultural Economist.

Duration of Contract: 12-Months renewable depending on client and the funding agreement

Duty Station: EAC Secretariat Headquarters, Arusha – Tanzania

1. Background

The East African Community (EAC) Secretariat has received funds from the African Development Fund of the African Development Bank Group (AfDB) to implement the **Enabling Sustainable Regional Agricultural Extension (ENSURE) Project**. In order to strengthen the human resource capacity for coordination and implementation of the EAC-AfDB project “Enabling Sustainable Regional Agricultural Extension (ENSURE): a regional extension project aims to catalyzing adoption and scaling of technologies for

African agricultural transformation through extension”. The East African Community (EAC) seeks to recruit an individual consultant to fill the position of the **Procurement Expert**.

The Enabling Sustainable Regional Agricultural Extension (ENSURE) project is the regional project supported by the grant to EAC from African Development Bank (AfDB) to strengthen regional agricultural extension through enhanced cooperation between the public sector, private sector, and civil society. The project aims to increase the long-term sustainability of agriculture in the region by increasing access to robust extension services while improving the capacity of EAC and the Partner States to provide responsive and reflexive extension services and training in line with article 105 (2d) of the treaty for establishment of EAC. Specifically, it aims to (i) promote a regional approach to strengthening agriculture extension, (ii) enhancing the role of extension in transforming agriculture, (iii) facilitating farmers’ access to advice and information, and (iv) facilitating adoption of climate-smart technologies and building the resilience of farming communities

The project will use a regional approach to strengthen agriculture extension to leverage the pivotal role extension plays in transforming agriculture. The initiative will mainly focus on three key areas of intervention: (i) create an enabling an environment for regional harmonized extension and inputs policies, (ii) deploy a regional pluralistic extension approach (public, private NGOs); and (iii) establish a regional extension capacity-building program targeting transboundary pests and diseases especially fall armyworm and desert locusts. The aspects of gender, climate change, environment and social safeguards are well mainstreamed in all project interventions.

2. Overall Objective of the Assignment

The main objective of this assignment is to provide technical advice and manage all stages of the procurement process for Goods, and Consultancy Services undertaken by the EAC Secretariat with regard to the project implementation of the ENSURE Project.

3. Scope of Services

The Procurement Expert will develop and implement a cost-effective procurement management system for the ENSURE PROJECT, including procurement plans in accordance with the AfDB Rules and Procedures.

The Scope includes the following: -

- i. Set up a procurement management system of the project based on the guidelines and procedures for the conduct of procurement under African Development Bank (AfDB) funded projects according to the arrangements in respective agreements, for the procurement of goods, works, non-consulting services and consultancy services in accordance with the provisions of the Grant Agreement and the Project Appraisal Report;

- ii. Prepare and update the Projects Annual Procurement Plans and Budgets in line with AfDB requirements consultation with the Project Team;
- iii. Establish a procurement management tracking system for the Project to monitor the implementation of procurement activities in order to provide regular updates.
- iv. Ensure the utilization of the AfDB Standard procurement documents, Bidding Documents and Request for Proposals (RfP), Request for Quotations, Letters of Invitation, clarifications/amendments to procurement documentation required for the project.
- v. Lead and facilitate various procurement processes including evaluation of bids, preparation of minutes of the Evaluation Committees and negotiation meetings, Evaluation Reports, contract award decisions, etc.
- vi. Facilitate the procurement processes, including those for International and National Competitive Bidding procedures, ensuring compliance with agreed procurement methods' threshold, prior review requirements specific to the project.
- vii. Coordination and management, preparation and issuance of General Procurement Notice (GPN), requests for Expressions of Interest, advertisements of bid opportunities, issuing bid documents to the prospective bidders;
- viii. Coordinate the preparation of Terms of Reference (ToRs), technical specifications using standard documentation,
- ix. Ensure effective and efficient management of all contracts under the project with adequate administrative mechanisms in monitoring the execution of the contracts.
- x. Participate in procurement committee's meetings ensuring that procurement decisions are in line with AfDB requirements and where applicable the relevant EAC regulations.
- xi. Prepare and maintain asset registers for all assets procured under Bank funded project.
- xii. Carry out any other relevant duties that may from time to time be assigned by the project coordinator in accordance with the project objective.

4. Education Qualifications

All candidates applying must have qualifications that are recognized by the relevant national accreditation body in their respective countries. This condition is applicable for locally and internationally attained qualifications.

All professions that require registration with the specific professional bodies will be expected to do so in compliance with the requirements of their respective Partner States.

5. Qualification and experience

To be qualified for the position, the individual must meet the following minimum required qualifications and experience:

- a) Bachelor's degree, from a recognized University, in either Procurement, Management, Economics, Business Administration, Engineering or any other related field;
- b) Professional of Chartered Institute of Procurement and Supply certification (MCIPS) or other equivalent certification;
- c) A minimum of 10 years' experience in executing public procurement practices and procedures in executing procurement activities at national, regional or international bodies, 5 at Senior Procurement/ Management level.
- d) Five 5 years of experience with Multilateral Development Bank funded projects such as African Development Bank or any other international development organizations' procurement procedures.

6. Deliverables

The Consultant shall prepare and submit the following reports:

- a) Annual Project Procurement Plan;
- b) Quarterly Project Procurement Report; and
- c) Annual Project Procurement Report.

7. Duration of Assignment

The effective date shall be the date of signature of consultancy contract agreement and completed within twelve months from the date of the commencement of services. This period may be renewable depending on the client and the funding agreement.

8. Location

The Procurement Expert will be based EAC HQ in Arusha Tanzania.

9. Payment

The contract will be time based and payment is made on monthly basis

10. Facilities to be provided by the Client

The client will make available office accommodation, and relevant to the performance of the works.

11. Reporting

The Project Procurement Expert will work under the overall supervision of the Project Coordinator.