

# EAST AFRICAN COMMUNITY



## **TERMS OF REFERENCE**

**(INDIVIDUAL CONSULTANT)**

**FOR**

**PROCUREMENT SPECIALIST**

**TERMS OF REFERENCE FOR THE EAC EASTERN AFRICA REGIONAL STATISTICS PROGRAM  
FOR RESULTS**

**PROCUREMENT SPECIALIST (REF: TZ-EAC-402020-CS-INDV)**

### **Main purpose of the job**

The purpose of this job is to provide support required for implementation of Eastern Africa Regional Statistics Program for Results relating to the project's procurement activities. The Procurement Specialist will develop and implement a cost-effective procurement management system for the EAC-Eastern Africa Regional Statistics Program for Results including procurement plans in accordance with the World Bank Procurement Regulations (WB Procurement Regulations), while observing EAC internal approval processes. He/She will report to the Project Manager.

### **1. Scope of Work**

The duties and functions of the Procurement Specialist will include, but not limited:

- a) Set up systems for procurement planning, implementation, monitoring and documentation for the EAC-StatDHRP as per required standards;
- b) Carry out tendering processes for procurement of goods and services in accordance with the WB Procurement Regulations and EAC internal approval procedures;
- c) Initiate, preparation and update procurement plans in consultation with the EAC-StatDHRP Core Project Team;
- d) Advise the project team at all stages of procurement process to ensure timely implementation of project activities;
- e) Ensure procurement activities are carried out in accordance with the provision of the

grant agreement and the Project Appraisal Report;

- f) Guide and coordinate the collection of inputs for preparing terms of reference (TORs), technical specifications, request for proposals (RFP) and bidding documents;
- g) Advise the evaluation committee members in the evaluation of the bidding documents and proposal in accordance with the WB Procurement Regulations;
- h) Prepare evaluation reports and recommendations for contract awards, technical evaluation reports and combined evaluation reports, including obtaining the necessary EAC internal clearances and WB's no-objection;
- i) Coordinate and administration of preparation and issuance of General Procurement Notice (GPN), requests for Expressions of Interest, advertisements of bid opportunities, and issuing bid documents to prospective bidders;
- j) Provide guidance on public bid opening sessions as well as providing clarifications where necessary;
- k) Ensure publication of award of contract;
- l) Handle any complaints relating to the procurement process;
- m) Draft minutes of contract and preparing contracts for signature;
- n) Advise on contract administration;
- o) Development, compilation and maintaining information on material and service costs, suppliers and products;
- p) Raise Local Purchase Orders;
- q) Maintain and ensure safe custody of procurement records;
- r) Attend to procurement queries, disputes and complaints and report on contract awards and progress in accordance with the EAC-StatDHRP;
- s) Provide technical support in preparation of monthly, quarterly and annual procurement progress reports as shall be required and ensure issues identified during the reporting period and actions taken to resolve them are clearly narrated;
- t) Review the capacity of the EAC staff and other stakeholders involved in the Project, in handling their respective procurement and contract management functions efficiently and conduct a skills gap analysis of the relevant procurement knowledge and propose appropriate training and capacity building intervention measures to address such gaps;
- u) Provide necessary orientation and training to staff and other stakeholders, on procedures for procurement of works, goods and services and contract management;
- v) In liaison with the Project Manager, monitor the Procurement Plan in the World Bank's Systematic Tracking of Exchanges in Procurement (STEP), including preparation, revision and submission of Procurement Plans and procurement documents for activities.
- w) Bring to the attention of the Project Manager, critical dates of procurement processes to avoid delays during implementation; and
- x) Perform any other procurement related functions as shall be assigned by the Project Manager.

## **2. Qualifications and experience**

- a) Must have a Masters degree, from a recognized University in either Procurement and Supplies, Business Administration, Public Administration, Finance, Economics or any other related field;
- b) Must have professional qualifications in procurement such as CIPS certification or equivalent;
- c) Procurement Specialist shall have in-depth knowledge and understanding of World Bank's procurement guidelines and procedures along with good understanding of the use of the Bank's system for procurement transactions (STEP);
- d) Minimum of five years in World Bank/African Development Bank procurement procedures;
- e) Relevant working experience of not less than 8 years preferably with a donor funded project at national or regional level.

## **3. Competencies and skills**

- a) The Procurement Specialist must have computer skills, especially using and working with Microsoft Office applications including MS Word, MS Excel and MS Power Point and other related applications;
- b) Strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively;
- c) Good communication and social skills; demonstrated initiative, synthesis, personal dynamism and self-motivated;
- d) Fluency in spoken English and ability to write lucid reports and documents in English is required; and
- e) Knowledge of the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) will be an added advantage;
- f) Ability to work in a multi-cultural environment; and
- g) Ability to work with minimum supervision.

## **4. Performance indicators:**

- a) Annual Procurement Plans and monthly updates in place
- b) Monthly Procurement Quarterly and Annual reports/updates submitted to The Project Manager and World Bank
- c) Timely preparation and submission of procurement documents for the supply of goods, and services to the Procurement Committee or World Bank as the need arises;
- d) Regular procurement performance reports for staff participating in procurement cycle e.g. at evaluation, Contracting Management stages as well bottlenecks identified
- e) Maintain Procurement and Contract management Register.
- f) Maintain and ensure safe custody of procurement records;

**5. Duration of the Contract**

The contract will be for an initial period of 2 years which may be extended based on the performance and requirements.

**6. Location**

The Procurement Specialist will be based in Arusha Tanzania

**7. Payment**

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

**8. Facilities to be provided by the Client**

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