


WEST AFRICAN HEALTH ORGANIZATION
ORGANISATION OUEST AFRICAINE DE LA SANTE
ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE



TERMS OF REFERENCE FOR THE PROVISION OF SERVICES
RECRUITMENT OF A PROCUREMENT SPECIALIST FOR THE WEST AFRICA PHARMACEUTICAL INDUSTRY DEVELOPMENT PROJECT

Position :	Procurement Specialist
Status :	International Consultant
Location :	West African Health Organisation (WAHO) Bobo-Dioulasso, Burkina Faso
Project title :	Development of the pharmaceutical industry in the ECOWAS region
Project beneficiary :	ECOWAS Commission
Implementing partner :	West African Health Organisation (WAHO)
Funding :	African Development Bank (AfDB)
Project ID :	P-Z1-BZ0-012
Grant no.	2100155041318
Type of contract :	International
Job level :	Management
Contract duration :	1 year, renewable
Project duration :	2 years.

I. Background and justification

The Economic Community of West African States (ECOWAS) has adopted the West African Common Industrial Policy (WACIP), which aims to accelerate industrialization and private sector development in West Africa.

The West African Common Industrial Policy (WACIP) and its implementation plan were approved by the ECOWAS Authority of Heads of State and Government on 2 July 2010 in Saal, Cape Verde, through Additional Act ASA/2/7/10. The general objectives of WACIP are to accelerate the industrialization of West Africa through the promotion of endogenous industrial transformation of local raw materials, the development and diversification of industrial production capacity, and the strengthening of regional integration and the export of West African products and the export of manufactured products.

In this regard, seven (7) priority areas have been identified, including the development of the pharmaceutical industries in West Africa.

In line with the above, the West Africa Pharmaceutical Industry Development Project, aimed at modernising the pharmaceutical industries in West Africa, has been designed to meet the needs of the region. The project is fully funded by the African Development Bank for a total amount of UA 2,500,000, with the West African Health Organisation (WAHO) as the implementing agency. The project will run for a total of 2 years.

The overall objective of the project is to strengthen the pharmaceutical sector to stimulate local production of effective and quality pharmaceutical products in the ECOWAS region to meet the healthcare services and needs of the populations.
The project also aims to strengthen the institutional and regulatory frameworks of the pharmaceutical industry, in particular to curb the production and sale of counterfeit medicines and to build resilience.
In order to achieve these targeted objectives of the West Africa Pharmaceutical Industry Development Project, the ECOWAS Commission and WAHO are seeking to recruit a Procurement Specialist to ensure the implementation of the activities related to his/her function.

II. Objective

The main objective of the Procurement Specialist's services is to ensure the quality of procurement files, to help speed up the process in accordance with the applicable procedures, and to reduce procurement risks.

III. Reporting lines, duties, and responsibilities

Under the direction of the Project Coordinator at the ECOWAS Commission and the responsibility of the Programme Officer in charge of pharmaceuticals, the Acting Director of Public Health and Research (DSPR) at WAHO based in Bobo-Dioulasso, Burkina Faso, the Procurement Specialist (PS) will be responsible for managing the effective implementation of the procurement process of the AfDB Support Project to the Development of the Pharmaceutical Industry in the ECOWAS region. The PS will be recruited on a competitive basis and will be responsible for the planning and implementation of the procurement process as well as compliance with the procedures and content of the project's procurement plan. He will sign a one-year performance contract with a three (03) month trial period with the Coordinator. The contract will be renewed on an annual basis following a satisfactory performance evaluation and taking into account the project closing date.

More specifically, the Procurement Specialist will ensure the implementation of project activities in accordance with the procurement procedures set out in the Grant Agreement or any other document amending the provisions of this agreement. In terms of the specific objective, the aim is to recruit an experienced PS on behalf of the Management Unit in charge of the day-to-day management of the project's activities as well as any other tasks in line with his/her profile that his/her superiors may entrust to him/her.

The Procurement Specialist in charge of procurement must:

- Ensure that an updated procurement plan is available at all times;
- Take proactive action to collect the technical documentation required to prepare procurement dossiers;
- Prepare tender documents in accordance with the timetables set out in the Procurement Plan and publish specific notices;
- Provide the relevant supporting documents in the event of non-compliance with the schedule;
- Follow up with the beneficiary technical departments on the preparation and finalization of the terms of reference (ToR) for the selection of consultancy services and the technical specifications for the acquisition of goods;
- Ensuring the quality of the tender documents submitted for approval, so as to minimize rejection;
- Ensure compliance with the prescribed procedures by providing the necessary clarifications to the members of the various committees responsible for evaluating the applications received;
- Follow up with the ECOWAS Commission on the approval and signature of contracts and inform his/her hierarchy of any blockages or problems that would prevent approvals from being obtained on time.

IV. Expected results:

The expected results are:

- The procurement plan is available and up to date at all times.
- Technical documents are collected in accordance with the schedule.
- The consultation documents are prepared in accordance with the timetables set out in the Procurement Plan, and the notices are published.
- The relevant supporting documents are submitted to the hierarchy in the event of non-compliance with the schedule.
- Follow-up with the beneficiary technical departments on the preparation and finalization of the terms of reference (ToRs) for the selection of consultant services and the technical specifications for the acquisition of goods is ensured.
- The quality of the tender documents submitted for approval is such as to minimize rejection.
- The prescribed procedures are followed, and the necessary clarifications are provided to the members of the

various evaluation committees.

- The approval and signature of contracts with the ECOWAS administration is well monitored, and any difficulties are reported to the hierarchy in good time.

Routine tasks

In accordance with the annual work plan and budget (AWPB) and the project operations manual, the PS :

1. Will be responsible for the implementation of a procurement management system including: (i) planning of procurement operations, (ii) progress monitoring, (iii) gap analysis between achievements and procurement plan.

2. Will be responsible for quality control of the entire procurement process, and more specifically for the following:

- Follow up with the technical departments benefiting from the procurement or the Project Implementation Unit on the preparation and finalization of the terms of reference (ToR) for the procurement of consultancy services, and the technical specifications for goods and works;
- Ensure the quality control of bidding documents and requests for proposals (following the models provided by the AfDB) to be submitted for the AfDB's non-objection, and ensure their transmission/sale as appropriate;
- Launch calls for tenders (where applicable, notices of expressions of interest or pre-selection), in accordance with the procedures agreed in the Loan or Grant Agreements relating to the Project;
- Ensure the quality control of the evaluation reports of the tenders and proposals received, including the tender opening minutes, and provide the secretariat for the public tender opening sessions;
- Ensure that bid opening and evaluation reports are signed jointly by the designated members of these committees;
- Be the donor's contact for all matters relating to procurement, in particular for all communications relating to obtaining the donor's no-objection opinions;
- Ensure quality control of contracts prepared by technical experts after obtaining no-objection opinions, if required, and ensure that they are signed by the persons authorized to do so; and,
- Design and set up a supplier database and develop management statistics that will enable donors to measure the performance of the procurement team.
- Monitor the validity of guarantees;
- Keeping the contract performance monitoring table up to date in accordance with the underlying provisions;

3. He/she will be responsible for checking the planning, preparation, and consolidation of procurement plans for consultancy services, goods, and works for the project.

4. He/she will be responsible for drawing up all the activity reports prescribed by the project coordination unit's procurement procedures manual, as well as any other reports that the donors may request as part of the performance of his duties.

5. He/she will have to set up a filing system for procurement files, which will include for each contract all the documents relating to that contract, including documents relating to payments, in order to allow any subsequent review by the AfDB.

V. Incompatibility with certain executive functions

In order to avoid potential conflict of interest situations that might prevent it from giving an objective opinion in the sole interest of the Project, the PS:

1. Shall not be a member of the Evaluation Commission to which he/she provides useful advice on

compliance with the rules; he/she may, however, provide the secretariat for this Commission;

2. Shall not be involved in the performance of the contract, in particular (i) acceptance of quality or quantity and (ii) payment; he/she will provide advice in the event of disputes over the interpretation of the clauses of the contract; and

3. Shall not be in a position of material accounting questionnaire.

VI. Duties of the Procurement Specialist

The PS will ensure timely (i) the regular production of updates to the project procurement plan, (ii) the quality of procurement files, including those subject to the Bank's no-objection opinion, (iii) the maintenance of procurement files to be used as a basis for the Bank's ex-post reviews of past contracts (PPRs) and (iv) the submission to the coordinator of a monthly activity report no later than fifteen (15) days after the end of the month to which it relates and a final report at the end of the mandate.

These reports will also include an update on the implementation of contracts and the accountant's report on disbursements and must be submitted to the coordinator in duplicate. The model report to be provided will be defined in agreement with the Bank and will include at least the information on contracts required in the project's Administrative and Financial Report (AFR).

VII. Professional and academic qualifications

1. Master degree in Engineering, Economics, Public Administration, Commercial Law, Procurement or Management (minimum Bac+ 4, equivalent of a Master I);

2. Excellent knowledge of procurement techniques in general and of procurement procedures for projects financed by multilateral development institutions.

3. At least ten (10) years of professional experience in the field of procurement, including five (5) years as a Procurement Specialist in projects/programmes financed by multilateral development institutions, in particular the AfDB and/or the World Bank.

4. Good problem-solving skills in public procurement and the ability to work under pressure;

5. Ability to communicate effectively in one of the three official languages of ECOWAS, namely English, French, and Portuguese; a working knowledge of a second language would be an advantage.

6. Working knowledge of current software (Word, Excel, PowerPoint, E-mail, and other communication tools).

NB: The Consultant will be selected in accordance with the African Development Bank's Procurement Policy of October 2015.

VIII. Duration of Contract and Location:

The contract will be signed for a period of twelve (12) months, renewable after satisfactory evaluation, over the life of the project, and a trial period of three (03) months.
The duty station is Bobo-Dioulasso, Burkina Faso.