CALL FOR EXPRESSIONS OF INTEREST: FOR A PROJECT PROCUREMENT SPECIALIST

Topics		Definitions
Project Name:		Strengthening Tax Administration Capacity Project In West Africa (STACP-WA)
Industry		Domestic Revenue Mobilization, **Customs** and Extractive Sector Governance
Executing Agency and Grant Recipient:		West African Tax Administrations Forum (WATAF - FAFOA)
Beneficiary Countries		Burkina Faso, Gambia, Guinea, Guinea Bissau, Liberia, Sierra Leone
Project Instrument		ADF 16 – Pillar III Grant from the PSF
Project Identification Number		P-Z1-KF0-084
Funding Agreement Reference:		Grant No.: 5900155019565

The West African Tax Administrations Forum (WATAF) has received funding from the African Development Bank to cover the costs of the West Africa Tax Administration Capacity Building Project and intends to use part of the grant amount to make the payments under the contract for the recruitment of a **Project Procurement Specialist**.

STACP-WA is a regional project aimed at strengthening tax governance in West Africa. In particular, it will improve the capacity of tax administrations to mobilize domestic tax revenues and customs, through coordinated interventions in six West African beneficiary countries: Burkina Faso, Gambia, Guinea, Guinea-Bissau, Liberia, and Sierra Leone. In order to ensure effective implementation, performance monitoring and impact evaluation, the project requires the services of a **Project Procurement Specialist**. The duration of the project is four years, while the duration of the Procurement Officer will be for a period of one year, renewable subject to satisfactory results.

The scope of the mission will be to provide leadership and technical support on all procurement-related matters within the Project Implementation Unit (PIU), ensuring compliance with AfDB procurement procedures and facilitating effective and transparent management of project resources.

1. The services to be provided by the Consultant ("the Services") will include, but are not limited to, the following duties and responsibilities:

- Prepare, update, implement and monitor the procurement plan in accordance with the AfDB's procurement procedures.
- Proceed with the procurement of goods and services in accordance with WATAF and AfDB guidelines.
- Drafts tender documents, requests for quotations, requests for expressions of interest, evaluation reports, contracts and related contracting documents.
- Review technical specifications and terms of reference (ToR) for accuracy and completeness, and support contract negotiations.

- Participate in evaluation processes for the procurement of goods and services in accordance with WATAF's internal policies and AfDB guidelines.
- Monitor contract execution and prepare monthly reports on the status of contracting and contract management.
- Conduct market research and maintain supplier performance records.
- Provide procurement advice to the project management team and ensure compliance with internal controls.
- Develop tools for the collection of procurement-related data and for the identification of progress in the execution of procurement schedules, including updating and maintaining the procurement records and archiving system in accordance with WATAF policy.
- Prepares minutes and reports of Contracting Committee meetings.
- Update the WATAF procurement policy and guidelines in line with AfDB rules and lessons learned from projects.
- Perform any other contracting related tasks as assigned by the Project Coordinator.

2. The contract will be concluded for a period of twelve (12) months, renewable on the basis of the performance and requirements of the project.

The West African Tax Administrations Forum (WATAF) in collaboration with its partners, invites eligible candidates to express their interest in the provision of these services. Interested candidates should provide information attesting to their qualifications (brochures, description of similar assignments, experience in similar contexts, availability of appropriate skills among staff, etc.). Applicants must meet the following criteria:

Qualifications:

- University degree in procurement, supply chain management, business administration, economics, law, accounting, finance, or a related field.
- A master's degree or professional certification in procurement (e.g., CIPS, CPM, CPP, CSCM, etc.) will be an added advantage.

Experience:

- Possess at least five (5) to seven (7) years of cumulative relevant experience in procurement in the private or public sectors and/or in donor-financed projects, including experience with the AfDB or another development bank or institution.

Skills and abilities:

- Strong knowledge of procurement procedures and regulations, including those of the AfDB or similar international organizations.
- Demonstrated ability to manage comprehensive end-to-end procurement processes.
- Excellent written and oral communication skills, including report writing and effective collaboration with stakeholders.
- Ability to prioritize tasks, manage competing requests, and meet deadlines.
- Proven interpersonal skills and ability to work in a multicultural environment with respect for diversity.

Computer skills:

• Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and procurement management tools.

Language:

- Fluency in oral and written English is required.
- Knowledge of French or Portuguese would be an asset.

The eligibility criteria, shortlist and selection procedure will be in accordance with the ***"African Development Bank Rules and Procedures for the Use of Consultants"*** [*2020 Edition*], which are available on the Bank's website at http://www.afdb.org .

Interested consultants can obtain further information by contacting the Procurement Department at the email address below, Monday to Friday, 9 a.m. to 5 p.m. (GMT +1). Email addresses: admin@wataf-tax.org, with copies to gdikko@ecowas.int and ikkamara@ecowas.int

*Expressions of interest should be submitted via an online application with the subject line "**Recruitment of a Consultant as Project Procurement Specialist – WATAF STACP-WA** no later than* **Friday, 27 March** ***2026 at 23:59 (GMT+1),*** *to the following email addresses: info.stacp2026@wataf-tax.org with copy to* admin@wataf-tax.org, gdikko@ecowas.int and ikkamara@ecowas.int.