



# **MANO RIVER UNION**

## **UNION DU FLEUVE MANO**



**AFRICAN DEVELOPMENT  
BANK GROUP**

Office of the Secretary-General

### **REQUEST FOR EXPRESSIONS OF INTEREST**

#### **(INDIVIDUAL CONSULTING SERVICES)**

**Position open to Nationals of the Mano River Union countries  
(Guinea, Ivory Coast, Liberia, Sierra Leone)**

**Project to Build Inclusive Business Ecosystems for Stabilization and  
Transformation in the Mano River Union (BI-BEST) – Technical  
Assistance and Capacity Development**

**Sectors:** GENDER EQUALITY

**Financing Agreement reference:** 59001550168

**Project ID No:** P-Z1-IDO-009

**REF. NO:** EOI – AfDB/MRU/BI-BEST-0027

**DATE OF ISSUE:** Tuesday, 16 August 2022

The Mano River Union Secretariat has received a grant from the African Development Fund to implement the project to Build Inclusive Business Ecosystems for Stabilization and Transformation (BI-BEST) in the Mano River Union (MRU). The Secretariat is also serving as implementing agency for the regional component for the Mano River Union Road Development and Transport Facilitation Programmer Phase 3. As such, it intends to apply part of the agreed amount for this grant to payments under the contract for the recruitment of a **Procurement Specialist to provide procurement advice and manage procurement activities for both projects.**

**The services to be provided under the Assignment include the following:**

- Set up a procurement management system of the projects based on the guideline 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.
- Establish a procurement management tracking system for the projects to monitor the implementation of procurement activities in order to provide regular credible updates.
- Ensure the utilization of the AfDB Standard procurement documents, prepare Bidding Documents and Request for Proposals (RfP), Request for Quotations, Letters of Invitations, clarifications/amendments to procurement documentation required for the projects.
- 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.
- In consultation with the Project's beneficiary agencies, prepare and update the Projects Annual Procurement Plans and Budgets in line with AfDB specification and requirements.
- Establish a register of qualified suppliers and consultants and periodically update this register to facilitate advertisements, solicitations and drawing up of shortlists when so required.
- In consultation with the beneficiary institutions, coordinate the preparation of Terms of Reference (ToRs), technical specifications using standard documentation, as recommended in respective agreements.
- 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 projects and agreed aggregate threshold amounts for less competitive procurement methods.
- Ensure effective and efficient management of all contracts under the two projects with adequate administrative mechanisms in monitoring the execution of the contracts.
- Prepare monthly, quarterly, semi-annual and annual procurement reports.
- Participates in tender committees' meetings ensuring that procurement decisions are in line with AfDB requirements and where applicable the relevant national laws. In addition, ensure that relevant criteria and ability to comply with terms and conditions are taken into consideration during tender evaluations.

- Related to the regional component of the MRU/RDTFP Phase 3, liaise with the procurement specialist of the 3 countries executing agencies (Sierra Leone Road Authority for Sierra Leone, Ministry of Public Work (Liberia) and Ministry of Works (Guinea) to ensure that all required procurement is in compliance with the funding agreements.
- Prepare and maintain asset registers for all assets procured under Bank funded projects.
- Establish and maintain a central procurement filing system (both electronically and manually), and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the trail of procurement by independent external auditors or authorized agents.
- Provide training and capacity building needs of procurement staff of beneficiary agencies and other identified stakeholders to ensure long-term sustainability of the project outcomes, with a view of strengthening staff capacities and skills, filling skills gap and also support institutional strengthening.
- Carry out any other relevant duties that may from time to time be assigned by the project coordinator.

The Mano River Union Secretariat now invites eligible candidates to indicate their interest in this position and women are strongly encouraged to apply. Interested candidates must provide information indicating that they are qualified to perform the services (an up-to-date Curriculum Vitae, a cover letter to the Project Coordinator including a list of a least three referees. The minimum education qualification and experience and as follows:

- Minimum Master's Degree in Procurement or related field experience.
- A minimum of 7 years in public procurement practices and procedures and a of Minimum of 5 years of experience in handling, managing procurement for Donor funded or administered projects.
- Membership in a recognized procurement-related institute such as CIPS or ISM will be an advantage.
- Knowledge of/experience with African Development Bank/other international development organizations' procurement procedures would be an added advantage.
- Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint.

#### **Other Qualities or Requirements**

- Demonstrated ability of high level/strategic report writing is a must;
- Demonstrated ability to transfer skills and knowledge – previous training or teaching experience a plus;
- High Proficiency in the use Microsoft Excel is a must;

- Very good time management skills and ability to multi-task and work under time pressure
- Demonstrated ability to communicate ideas and analyses clearly and tactfully, both orally and in writing;
- Fluency in English including demonstrated report writing skills;
- Ability to work in an effectively in a team-oriented environment.
- Demonstrated capacity to rapidly gain familiarity.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's Procurement Policy dated October 2015 which is available on the Bank's website at <http://www.afdb.org>.

Interested candidates may obtain further information at the address below during office hour (09.00 – 17.00 hours).

Expressions of interest must be delivered to the address below by **4<sup>th</sup> September, 2022 at 12:00 hrs** and mention "Expression of Interest for: **Procurement Specialist Position**. Women are strongly encouraged to apply.

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