

TERMS OF REFERENCE FOR PROJECT PROCUREMENT OFFICER

RURAL LIVELIHOODS' ADAPTATION TO CLIMATE CHANGE IN THE HORN OF AFRICA II (RLACC II) SOMALIA FUNDED BY AFRICAN DEVELOPMENT BANK/ GLOBAL ENVIRONMENT FACILITY (GEF)

1. Introduction

IGAD is one of the Regional Economic Communities (RECs) of the African Union. IGAD was initially created in 1986 as the Intergovernmental Authority on Drought and Development (IGADD) to coordinate the efforts of the Member States in combating desertification and promoting efforts to mitigate the effects of drought. Whereas IGAD Climate Prediction and Applications Centre (ICPAC) is a Specialized Institution of IGAD with the mission fostering climate services and knowledge to enhance community resilience for prosperity in the Greater Horn of Africa.

The creation of ICPAC highlights the importance of understanding drought in development planning in the GHA and also implies the wider responsibility for early warning, climate related risks and the implications of climate change. The centre is mandated to provide timely climate early warning information and support specific sector applications to enable the region cope with risks associated with climate variability and change, and also provide climate applications for poverty alleviation, environment management and sustainable development. ICPAC now serves eleven countries, including eight IGAD members namely, Djibouti, Eritrea, Ethiopia, Somalia, Sudan, Kenya, Uganda and South Sudan as well as other beneficiary countries of Tanzania, Rwanda and Burundi.

2. Project Background

The Rural Livelihood's Adaptation to Climate Change in the Horn of Africa – Phase II (RLACC II) is a multinational program that covers Somalia and Sudan. The program is country-driven and will be implemented through two Country Projects in Sudan and Somalia.

The Somalia project targets Puntland (Bari and Nugaal regions), Somaliland (Awdal region) and South Somalia (Galguduud and Hiiraan regions).

The project is expected to improve the resilience of pastoral and Agro-pastoral communities to climate change in the HoA through: (i) introducing of adaptation strategies to reduce the negative impacts of climate change and strengthen the capacity of pastoral/Agro-pastoral households to cope with climatic hazards, (ii) enhancing the capacity of communities to not only absorb shocks, but to also effectively adapt their livelihoods to harsher climatic conditions, (iii) helping pastoral and Agro-pastoral households manage drought risks, (iv) supporting community-led initiatives to protect,

conserve and restore natural resources in a sustainable and climate-resilient manner, (v) strengthening the participation of pastoral communities in planning and implementing activities pertaining to their development.

3. Project development goal:

Enhance pastoralists livelihoods through climate change resilient infrastructures and capacity building of communities and government institutions

The project has secured a grant for a period of four years from the African Development Bank, Global Environment Facility (AfDB/GEF) and some of the money will be used to establish a Project implementation unit with the Positions of Project Coordinator, Climate Change Adaptation Expert, Accountant, Monitoring and Evaluation Officer, Procurement Officer and Administrative Assistant.

It's against that background that ICPAC seeks to recruit for the position of Procurement Officer to support the implementation of the project.

4. Objective of the position

The main objective of the position is to increase the efficiency of the processing of procurement tasks for the project while following the African Development BANK Procurement guidelines as well IGAD/ICPAC guidelines.

5. Tasks and responsibilities

5.1. Ensure that the funds provided under the "Grant Agreement" for the Project for procurement of goods and services are used for the intended purpose with due consideration to economy and efficiency in accordance with the African Development Bank's Procurement Guidelines,

5.2. Ensure that the procurement process is carried out in accordance with the Procurement Manual prepared for the Project based on the African Development Bank Procurement Procedures which include:

- Preparation of the Project Procurement Plan, and its updating at least annually;
- Publication of General Procurement Notice (GPN) and Specific Procurement Notices (SPN) for procurement in UNDB online (when required), and on IGAD, ICPAC and ISO websites.
- Publication of contract awards as per Bank Procurement Guidelines,
- Preparation of bid documents and cause the preparation of technical specifications with support from within ICPAC;
- Facilitate procurement information exchange and document experiences and lessons learned with other project staff at Project Management Unit (PMU);
- Assessment of qualifications, establishment of shortlists and drafting of

- assessment reports for consulting services;
- Follow-up on the status of all procurement processes and performance of the Project procurement as necessary;
- Assist in the evaluation of proposals, work with evaluation committees, and facilitate negotiations and award of contracts;
- Notification of results of tenders to all successful and unsuccessful bidders;
- Assurance for sound contract administration of international contracts, including handling of contractual claims, arbitrations and termination of contracts;
- Assist in the preparation of bidding documents, specifications, drafting Terms of References (TORs), evaluating proposals and awarding of contracts;
- Monitoring of all procurement activities to assure transparency and efficiency in implementation;
- Handling of procurement-related correspondence with pertinent authorities;
- Maintenance of records of procurement documentation, deliveries and payments in a systematic manner to make them available for procurement audits and reviews;
- Procure goods and services on time and deliver them to the concerned beneficiary in an effective manner using the most economic and efficient method in accordance with the procurement Guidelines;
- Ensure that all procurement documentations are complete and are properly maintained, kept in a safe and secure place ready for procurement audit and post procurement reviews and secured for further reference by AfDB and/ or internal and external Auditors
- Ensure that goods and services received match the cost and specifications in the pro-forma invoices;
- Maintain lists of suppliers and procurement files for goods, and services;
- Work with the pertinent authority/person to follow up claim settlements and ensure that appropriate payments are affected on time;
- Assume responsibility for being alert to any indication of unethical behaviour and report such behaviour to his/her immediate supervisor;
- Prepare periodic procurement reports as needed; and
- Perform any related activities that shall be assigned to her/him.

5.3 Project Procurement Officer shall have maintained a Contract (Procurement)

Register to show all contracts into which the Project has entered with suppliers or contractors (not including contracts by implementing partners for the implementation of Project activities). At the end of each quarter, the Project Procurement Officer shall prepare from this register a Procurement Report, showing outstanding commitments at the end of that quarter.

5.4. The Procurement Officer should establish regular communication with the African Development Bank using internet and associated facilities such like fax, telephone line, scanning machine, etc.

5.5. Engage in any other tendering, organizational and logistical requirement that may arise on the programme during the duration of his/her contract.

5.6 Organize and coordinate the necessary administrative and legal requirements for specific IGAD tendering process which will take place within the project. This will include; -

- a) preparation of standard AfDB tender documents;
- b) ensure compliance of tender documents as required by the AfDB,
- c) communicate and follow up with AfDB
- d) Supervising the process of tendering after the advertisement will be done.

5.7 Review to ensure that records are accurate and complete

6. Required Qualifications and Experience

The applicant should possess the following;

- Hold a Bachelor's degree or its equivalent in Administration, Business, Economics, Law, Procurement and Supply Chain Management, Engineering and any related qualification;
- Master degree in a relevant discipline will be an asset.
- Possess specialized knowledge and expertise required for duties and responsibilities for the position
- Familiarity with the Bank's procurement rules and procedures and best procurement practices.
- Knowledge of procurement strategies and methods and effective and efficient application of the knowledge
- Experience in procedures in procurement of: services, works and supplies at regional and international levels
- At least five years' work experience in executing functions in procurement undertakings or knowledge, preferably with AFDB funded projects and other international or regional organizations.
- Computer skill/literacy is mandatory

7. Reporting

The Selected candidate will report to the Project Coordinator. The immediate Supervisor on technical matters will be the Head of Finance and Accounts at ICPAC. The Head of Finance and Administration will also provide overall guidance on financial management matters.

8. Remuneration

Negotiable within the IGAD salary Scale and policy which is attractive based on the applicant qualifications and Experience.

9. Contract Duration

Two (2) years (1 Year, Renewable, Performance Based Contract)

10. Work Station

The project Procurement Officer will be based in ICPAC, Nairobi Kenya with frequent travels to Somalia.

11. How to Apply

Send your Cover Letter, Detailed Curriculum Vitae and Scanned Copies of Certificates to the following Address:

IGAD Climate Prediction and Application Centre (ICPAC)
Kenya Meteorological Department Compound
Ngong Road, Dagoretti Corner
Nairobi, Kenya
P.O. Box 10304 GPO 100 Nairobi, Tel (+254) 20-3514426,
Email: director@icpac.net
Web site: www.icpac.net