



VACANCY ANNOUNCEMENT

World Bank/IDA Supported IGAD-DRM Project

Terms of Reference of Project Procurement Officer

POSITION: PROCUREMENT OFFICER

1. Background Review as per Project Document

The IGAD region has been facing with recurrent disasters emanating from natural and human-made hazards and climate change & variability. The IGAD region is one of the most affected areas in Africa due to recurrent occurrence of drought and climate variability affecting vulnerable communities. The IGAD Council of Ministers endorsed the regional Disaster Risk Management (DRM) Program in 2004 and tasked the Secretariat with its implementation. The Secretariat has taken important steps towards implementing the DRM Program and has made some progress towards advancing key objectives of the Program. Under IGAD's oversight, Member States have developed adequate institutional and legal frameworks for DRR that incorporate policies, plans, and institutions for DRM. However, despite the progress made in some areas, gaps remain, hindering the full implementation of the I-DRMP, required for improved DRM capacity and coordination at the regional and national levels.

As recent as 2010 / 2011, the region was hit by the most severe drought in 60 years which led to famine and food insecurity affecting more than 13 million people in the region. This prompted the countries in the region to work together to address drought emergencies collectively. They organized a meeting at Summit level in Nairobi on 9 September 2011 and agreed on a number of measures, including the need to address drought emergencies at regional level. It was agreed that efforts should be made to participate in joint program planning and design at country and regional levels in order to coordinate financing instruments, under the coordination of IGAD and its Member States.

The IGAD and IGAD member countries already embarked on developing and implementing a region-wide program on disaster risk management and resilience. The World Bank, based on request from the IGAD Secretariat agreed to enter a Grant Agreement" finance a project on "**Building Resilience to Disasters through Risk Management and Climate Change Adaptation Project**". The objective of the project is to strengthen the capacity of IGAD in providing policy advice and support to its Member States on disaster and climate risk management and promoting resilient development in the IGAD region.

IGAD/ICPAC secured grant valued US\$ 4.5 million from World Bank for the project complementing disaster risk management in the IGAD member states. This fund is part of a larger program, which is an initiative of the Africa, Caribbean and Pacific (ACP) group of States financed by the European Union (EU) under the **EU-ACP Natural Disaster Reduction**

Program (EU-ACP NDRR Program). The ACP-EU cooperation program “Building Disaster Resilience to Natural Hazards in Sub-Saharan African Regions, Countries and Communities” Program, financed under the 10th European Development Fund (EDF), has the overall objective to strengthen the resilience of sub-Saharan African regions, countries and communities to the impacts of natural disasters, including the potential impacts of climate change, in order to reduce poverty and promote sustainable development.

The overall responsibility of IGAD/ICPAC is implementing the Project components and coordination of activities and harmonizing policies relevant to disaster risk management. Building Resilience to Disasters through Risk Management and Climate Change Adaptation Project has three components:

- (i) Strengthening the capacity of IGAD to lead the region’s DRM and CCA agenda and of IGAD Member States to implement DRM and CCA interventions to improve resilience to natural hazards,
- (ii) Strengthening Disaster Risk Management and Climate Change Adaptation Coordination Capacity in the IGAD Region, and
- (iii) Strengthening technical and implementation capacity of the ICPAC Disaster Risk Management Unit.

The IGAD Building Resilience to Disasters through Risk Management and Climate Change Adaptation Project Coordination Unit is housed in IGAD Climate Prediction and Application Centre (ICPAC) Nairobi, Kenya. The overall coordination and management aspects of the project is the responsibility of ICPAC Director. IGAD/ICPAC Secretariat shall establish a Project Management Unit (PMU), headed by a Project Coordinator who shall be responsible for overall project coordination. Whereas Project Procurement activities will be carried out by Project Procurement Officer. The PMU is expected to be staffed with 6 (Six) staff, including the Project Coordinator, Senior DRM Expert, Procurement Officer, Accounting Officer, Monitoring & Evaluation Expert, and Admin Assistant.

ICPAC is, therefore, looking to recruit a Project Procurement Officer to provide support for the ICPAC’s procurement activities under the Project. She/he shall be part of the Project Coordination team based at ICPAC, Nairobi, Kenya. This Terms of Reference (TOR) outlines the objective; the list duties and responsibilities as well as the reporting, and qualification requirements for the assignment.

2. Objectives

The objective of the assignment is to increase the efficiency of the processing of procurement tasks under IGAD/ICPAC’s as well as to provide all the necessary support to the IGAD Building Resilience to Disasters through Risk Management and Climate Change Adaptation Project Coordination Unit through the provision of high quality services.

3. Duties and Responsibilities:

The Duties and Responsibilities of Project Procurement Officer:

Procurement Duties

The Procurement officer will perform the following procurement activities.

- 3.1 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 World Bank’s Procurement Guidelines,
- 3.2 Ensure that the procurement process is carried out in accordance with the Procurement Manual prepared for the Project based on the World 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 in the national press in Nairobi, Kenya 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);
- Cause the preparation of terms of reference (TORs) by beneficiary units within IGAD Secretariat ;
- 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 properly maintained and they are kept in a safe and secure place ready for procurement audit and post procurement reviews;
- 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 effected 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.

3.3 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 Building Resilience 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.

3.4 The Procurement Officer should establish regular communication with the World Bank using internet and associated facilities such like fax, telephone line, scanning machine,

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

3.6 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 IGAD tender documents;
- b) ensure compliance of tender documents as required by the IGAD ,
- c) communicate and follow up with WB Delegation in Nairobi, Kenya
- d) Supervising the process of tendering after the advertisement will be done.

3.7 Maintain and organize all procurement documentations in their respective files and ensure they are complete and secured for further reference by the EU, WB and/ or internal and external Auditors

3.8 Review to ensure that records are accurate and complete

Functional Responsibility

Though the Project Procurement Officer shall report to the Project Coordinator, she/he will have to work closely with the procurement unit of ICPAC under the Administration & Finance on technical procurement matters.

4. Minimum Qualifications

- a. Bachelor degree or equivalent in economics, accounts and financial management, procurements. Master degree will be an asset.
- b. Experience in procedures in procurement of: services, works and supplies at regional and international levels
- c. At least five years of work experience in executing functions in procurement undertakings or knowledge, preferably with WB/EU funded projects and other international or regional organizations.
- d. Familiarity with the World Bank Procurement and Accounting Guidelines is an added advantage,
- e. Computer skill/literacy is mandatory

Additional assets

- Working in multinational and cultural environment
- High level of personal and professional integrity with strong analytical skills and ability to function well in a multi-cultural environment,
- Ability to deal sensitively and build effective working relations with clients and colleagues,
- Strong communication skill with ability to prepare, present and discuss findings in written and oral form,

5. Language Skills

Proficiency in English Language is required, and French language skill is an asset.

6. Duration

The duration of the assignment will be for 24month period starting on the date of signing the contract by the parties with the possibility of renewing for phase 2 and phase 3 of the project.

7. Remuneration

As per IGAD Project salary scale and policy which is attractive based on applicant's qualification and experience.

8. Work Station

The Procurement officer will be based at ICPAC Headquarters in Nairobi, Kenya. Some mission to IGAD member states might also be necessary.

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Send the following

1. Send your Application Letter,
2. Detailed Curriculum Vitae,
3. Scanned Copies of academic and work experience evidences

to the address above or by e-mail to the following address: director@icpac.net; ahusseini@icpac.net –with copy to: jkubo@icpac.net not later than **Tuesday 2nd January 2018 5:00 p.m.**