



**RECRUITING ONE (1) PROCUREMENT SPECIALIST**

## **TERMS OF REFERENCE**

**June 2020**

## **BACKGROUND:**

The West African Health Organisation (WAHO) is the health institution of the Economic Community of West African States (ECOWAS), with a mandate to ensure the attainment of the highest possible standard and protection of health of the people in the ECOWAS region.

Within the framework of the Regional “Reproductive Health and HIV Prevention Programme in the Economic Community of West African States (ECOWAS)”, WAHO and the German Financial Cooperation (Kreditanstalt für Wiederaufbau / KfW) have agreed to establish a Regional Financing Mechanism for Reproductive Health Commodities.

The overall objective of the Regional Financing Mechanism is to help reduce maternal morbidity and mortality in ECOWAS States. More specifically, the Regional Funding mechanism aims to contribute towards (i) enhancing Reproductive Health (RH) Commodity Security and (ii) meeting the growing demand for Reproductive Health services.

WAHO seeks to recruit a qualified and experienced Procurement Specialist.

## **DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES**

The Procurement Specialist for the Contraceptive Commodity Procurement Fund (CPF) of the Regional Financing Mechanism (RFM) will be responsible for assisting the RRHP/RFM Officer on a daily basis to effectively and efficiently execute activities, in particular those related to the implementation of the Commodity Procurement Fund (CPF).

Specifically, the Consultant's tasks and responsibilities will consist of:

- Develop a database to monitor the quantification and distribution of (national) products;
- Review CPF funding requests from beneficiaries;
- Monitor and control the contraceptive commodity procurement process:
  - Check the completeness of the tender documents;
  - Check tender publications;
  - Check bid review (evaluation report);
  - Prepare draft contracts and official contracts;
  - Follow-up on orders;
  - Follow-up on deliveries;
  - Fill in the RFM contract monitoring plan;
  - Organize and ensure efficient physical and electronic archiving of procurement documents;
- Monitor with the beneficiaries, the stocks of products procured by the programme; if necessary, make recommendations for commodity transfer;
- Contribute to the EWS (Early Warning System) and management of the national stock monitoring tool (PPMR) from a Total Market perspective;
- Accompany the Expert - Technical Assistant during visits to the countries covered by the Programme, and if necessary conduct country-visits independently and/or with other programme stakeholders (external consultant, donors, etc.). ;
- Perform any other tasks within and in support of the management unit upon the request of the RFM Programme Officer.

## CORE COMPETENCIES

- Be influential with real persuasion skills, to get others to subscribe to a certain point of view, adopt a new idea or implement new methods and practices;
- Be able to solve problems with minimum guidance and/or recommend and explain solutions or alternatives for approval;
- Contribute to achieving team objectives and compliance with performance standards;
- Possess strong interpersonal skills and the ability to keep a client informed of progress or setbacks in project delivery in terms of timing, quality and quantity;
- Cultural diversity awareness, equity and the ability to establish good relationships with people from diverse and different backgrounds such as nationality, gender and religion;
- Ability to listen, show empathy and exercise judgment, tact and diplomacy;
- Be able to work in a diverse, interactive and inclusive environment that takes advantage of the diversity of strengths;
- Be familiar with Member States' development trends and indicators, as well as challenges and opportunities as related to the projects/programmes within his/her purview;
- Ability to review data / information from a variety of sources, identify anomalies, trends and problems, present findings and make recommendations;
- Be able to use evidence and research outcomes to effectuate policies and programmes, identify relevant and appropriate sources of information, including relevant stakeholders, regional institutions and internal committees.
- Demonstrate operational IT skills using appropriate tools;
- Be able to communicate information in a clear, concise, succinct and organized manner, both in writing and orally;
- Have mastery of information and communication technologies (ICT) in terms of computerized purchasing systems;
- Have a perfect command, both orally and in writing, of one of the official languages of ECOWAS (English, French and Portuguese). A perfect knowledge of English would be an asset.
- Ability to develop and implement an individual action plan to achieve specific work objectives;
- Ability to organize work, prioritize and meet deadlines, giving due attention to details, stakeholders, indicators and risks;
- Ability to identify, collect and evaluate indicators, to monitor performance and where necessary, take corrective action in a timely manner.

## QUALIFICATIONS AND EXPERIENCE:

To avoid potential conflict of interest situations that may not allow him to give an objective opinion in the sole interest of the client, the PS:

- Have a Bachelor's Degree (or equivalent) in Management, Economics, Law, Engineering, Procurement, health, pharmacy or other related disciplines;
- Have a specialization / competence in health inputs procurement and inventory management;
- Have at least five (5) years of professional experience in managing procurement process operations in a public or private institution;
- Demonstrated skills in the review of technical dossiers and in the preparation of tender documents in the pharmaceutical sector will be an advantage;

- Knowledge of central stores in the ECOWAS region and their organisation and management method will be an advantage;
- Experience with international donors' procurement regulations, procedures and standard documents;
- Have professional experience in supporting and monitoring the supply chain management system;

#### **OBLIGATIONS OF THE PROCUREMENT SPECIALIST:**

The Procurement Specialist will sign a performance contract with WAHO to ensure timely (i) regular updating of projects procurement plan, (ii) preparation of the monthly progress report, (iii) quality of procurement files, including those subject to the notice of no objection.

#### **MANAGEMENT SUPPORT:**

The administration via the RRHP will provide the Procurement Specialist with all appropriate documents, records and tools necessary for the performance of his/her mission. It will also provide the Procurement Specialist with the premises and equipment necessary to enable him/her to carry out his/her mission. The PS will be subject to an annual appraisal of his/her performance.

#### **DURATION, DUTY STATION AND NATURE OF APPOINTMENT:**

This is a WAHO consultant and donor-funded position. The appointment will be for one (1) year subject to initial three (3) months' probation. The contract may be renewed subject to the performance of the consultant and the availability of project funds. The incumbent shall enjoy an attractive consolidated remuneration. The Procurement Specialist will be based at WAHO Headquarters in Bobo-Dioulasso, BURKINA FASO, but will travel in the ECOWAS region as required.

Consultants interested in this advert are invited to express their interest. They should provide information showing that they have the required qualifications and relevant experience to perform the services (**Cover letter indicating the position applied for, detailed Curriculum Vitae - including description of past similar assignments, and experience - and copies of supporting documents**).

The consultant will be selected in accordance with the procedures for the selection of individual consultants set out in the ECOWAS Procurement Code.

Further information may be obtained from the WAHO resource person at the address below:

**Mrs. Lalaissa AMOUKOU**

**E-mail:** [lamoukou@wahooas.org](mailto:lamoukou@wahooas.org)

Qualified female candidates are strongly encouraged to apply.

Interested and qualified individual Consultants should express their interest by submitting their detailed application by email to the address below:

**Prof Stanley OKOLO**  
**Director General**  
**Email: [wahooas-tenders@ecowas.int](mailto:wahooas-tenders@ecowas.int)**

The subject of the email must indicate the position for which you are applying. The deadline for receipt of applications is **30<sup>th</sup> July, 2020 at 12:00 hours GMT**.

WAHO or KFW shall not bear any costs or expenses incurred by the individual Consultant in connection with the preparation or submission of the EOI.

**Prof Stanley OKOLO**  
**Director General**