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# WORLD BANK DIGITAL TRANSFORMATION FOR AFRICA / WESTERN AFRICA REGIONAL DIGITAL INTEGRATION PROGRAM (DTfA/ WARDIP) SOP-1 Terms of Reference for a Procurement Specialist of the Regional Project Implementation Unit (PIU)

## 1. Background

The World Bank is financing the implementation of the Digital Transformation for Africa/ Western Africa Regional Digital Integration Program (DTfA/ WARDIP SOP-1). The objective of this program is to increase broadband access and usage in participating countries and to advance integration of digital markets in Western Africa.

The first Series of Projects under this grant (WARDIP -SOP1) has The Gambia, Guinea, Guinea-Bissau, Mauritania, ECOWAS, African Union and the Smart Africa Alliance as beneficiaries. At the ECOWAS level, the goal of the project's activities is to create an integrated regional digital market and to foster cross-country collaboration and support the development and security of digital transformation in Western Africa. Funding for the project is USD 10.5 million over a five (5) year period from 2024 – 2028. The components of the project which will be executed by ECOWAS include the following:

- a. **Connectivity Market Development and Integration:** This component aims to develop and integrate the regional connectivity market in a way that encourages private sector competition and investments. Market failures in the telecom sector will be addressed by (i) strengthening the policy and regulatory framework to foster a leveled playing field, (ii) harmonizing digital market environment and sector policies to ensure cross-border interconnection of networks and services, (iii) providing catalytic public funding to connectivity infrastructure PPP projects to increase the resilience of international and core backbone connectivity, and (iv) coordinating between stakeholders to stimulate private investment appetite. This component is also designed to establish a framework for energy-efficient and climate-resilient digital infrastructure-related investments in the region.
- b. **Data Market Development and Integration:** This component aims to build trust in online transactions and strengthen the security and resilience of digital infrastructure and systems as a prerequisite for a functioning SDM. It will support reforms to enable secure cross-border data exchange, storage, and processing to support regional deployment and access to data-driven services, innovation,

and infrastructure. It will support the development of a harmonized data and cybersecurity enabling environment, incentivizing public and private deployment of data-driven services.

- c. **Online Market Development and Integration:** This component aims to promote creation, access and delivery of digital goods and services seamlessly and freely across the region. This component aims to harmonize infrastructure and regulatory frameworks, remove barriers to cross-border access and delivery of digital goods and services, and support the creation of new digital services. The component will foster digital entrepreneurship ecosystems, harmonize technologies and legal frameworks for Digital Financial Services (DFS) aligned with international standards and achieve integration as a precursor for enabling e-commerce transactions. It will also emphasize initiatives to increase service uptake by enhancing digital literacy and skills and expanding the availability, effectiveness, and quality of key public online services for regional integration to acquaint people with use of e-services.
- d. **Project Management and Implementation Support:** This component will finance support to the recipients' project management and implementation of project-associated activities, including procurement, financial management (FM), monitoring and evaluation (M&E), project communication, environmental and social safeguards, and citizen engagement.

As part of the implementation arrangement of the project, a Project Implementation Unit (PIU) is to be established within the ECOWAS Commission which will be responsible for the day-to-day management of the project activities, as well as the preparation of annual operational, procurement, and financial plans, the drafting of contract documents, and the preparation of a consolidated implementation report.

In line with the above, the ECOWAS Commission in relation with the World Bank, plans to recruit a **Procurement Specialist** for the Regional PIU of WARDIP.

## **2. Objectives of the assignment**

The objective of engaging a Procurement Specialist is (a) to support the PIU in all procurement process of engaging project consultants and procuring goods, non-consulting services and works related to the Project, and (b) to build procurement capacity of PIU staff.

## **3. Scope of services**

The Procurement Specialist will work under the guidance of the Project Coordinator of WARDIP, ECOWAS, liaising and working with stakeholder Directorates and Agencies within the ECOWAS Commission.

He /She will be accountable for ensuring that all procurements are conducted in accordance with the World Bank Procurement Regulations for IPF Borrowers and procedures as agreed between the World Bank and the ECOWAS Commission, as well as in accordance with the ECOWAS Procurement Regulations and in an efficient and transparent manner.

The activities to be performed by the Procurement Specialist include but are not limited to the following:

***Managing the Procurement Process***

- a. Refine Terms of References (ToRs), prepare Request for Proposals (RFP) and bidding documents using the World Bank Standards Procurement documents and where appropriate the standard documents as per ECOWAS Procurement Regulations
- b. Manage the advertising process involved in procurement, procurement correspondence, bid receipt, and bid opening in strict accordance with agreed procurement procedures.
- c. Participate in the review and evaluation process of procurement of Goods, Services, Consultants and works and assist the PIU in the process of engaging consultants and bidders;
- d. Follow up with concerned Implementing Partners (IPs) and the World Bank to have RFPs and bidding documents approved and issued in a timely manner according to the approved procurement plan;
- e. Participate in contract negotiations;
- f. Prepare and execute purchase orders and requisitions;
- g. Prepare physical progress and procurement reports quarterly for the World Bank and to ensure the commercial as well as the technical clauses of the Bidding Documents are of a high quality and are in conformance with of the requirements of the latest World Bank Procurement Regulations and procedures;
- h. Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations;
- i. Participate in Contract monitoring and administration by ensuring that in close liaison with the Technical Departments, all procurement contracts are efficiently managed, monitored and timely completed in order to get the value for money (good quality at a lower cost)
- j. Review and issue comments on all bidding packages procured including those not subject to prior review. The review shall be made with the purpose that the documents are prepared according to the Bank's Regulations and procedures, those applicable covenants in the Financing Agreement, latest bidding forms recommended by the Bank and follow the established best procurement practice;
- k. Review the latest procurement plan for the project and, the Project Procurement Strategy for Development (PPSD). Rationalize the bidding packages to ensure timely

handling of the bidding procedures and assist implementing departments to determine the appropriate method to procure each contract;

- l. Ascertain that budgetary allocations are appropriated to the respective end-users and thus ensure timely and effective project implementation; and,
- m. Verify that all proposed purchases are eligible for financing under the grant;

#### ***Vendor Management***

- n. Maintain a list of vendors supplying various items;
- o. Develop and execute measurement tools to accurately gauge vendors' performance (quality, delivery times, etc.) and communicate results internally and externally as necessary;
- p. Check invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and approve invoices for payment; and,
- q. Maintain procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories, compiling data on these for internal quarterly reports.

#### ***Procurement Reporting***

- r. Prepare and review evaluation reports to submit through the Project Co-ordinator for onward submission to the World Bank for approval;
- s. Follow up with concerned departments and the World Bank to have the evaluation reports approved in a timely manner;
- t. Monitor and report the procurement implementation status and progress to PC and the World Bank as required;
- u. Follow up with concerned departments and the World Bank to obtain the approval of the procurement plan/documents in a timely manner; and
- v. Perform other tasks as assigned by the Project Coordinator as needed by all the Units in support of achieving the highest level of compliance, customer satisfaction at an optimum cost.

#### ***Capacity Building and Mentoring***

- w. Build procurement capacity of the PIU staff through hands-on training
- x. Assist the PIU in setting up a record keeping system for all prior review and especially post review contracts.

The Procurement Specialist will work under and report directly to the Project Coordinator of the DTfA/WARDIP project.

## **4. Qualifications and skills**

The prospective candidate should have:

- (i) A Masters degree in Procurement, Economics, Business Administration, Project Planning, Management or similar qualifications in line with the requirements of the position
- (ii) Considerable knowledge of purchasing methods and procedures
- (iii) Ability to listen and ascertain the needs of customers; ability to find and communicate accurate information concerning process, policies and procedures to customers.
- (iv) High integrity and accountability in all aspects of project procurement.
- (v) Ability to analyze and process purchasing requisitions and vouchers and make purchasing decisions accordingly; ability to maintain complex purchasing and inventory records.
- (vi) Ability to establish and maintain effective working relationships with colleagues, other departments, suppliers and the public.

## **5. Experience**

- (i) Extensive and demonstrated experience in procurement in all aspects of procurement of goods, non-consulting services, works and consulting services;
- (ii) At least seven (7) years of experience in procurement practices, of which at least five (5) were spent in handling, managing or overseeing international competitive procurement for international organisations.
- (iii) Sound knowledge of STEP (Systematic Tracking of Exchanges in Procurement)
- (iv) Working knowledge of the laws and ordinances governing the purchase of goods and services
- (v) Appropriate involvement and/or experience in similar projects in developing countries including least developed countries would be useful. Knowledge of and experience with World Bank/other international development organizations procurement procedures desirable.

## **6. Duration**

The Procurement Specialist will be appointed for a period of two (2) years, renewable based on availability of fund and satisfactory performance.