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TERMS OF REFERENCE AND SCOPE OF SERVICES

West Africa Unique Regional Identification for Regional Integration and Inclusion (WURI)

JOB DESCRIPTION

JOB TITLE:	Procurement Specialist
INSTITUTION:	ECOWAS Commission
PROJECT NAME:	West Africa Unique Regional Identification for Regional Integration and Inclusion (WURI)
DEPARTMENT:	Economic Affairs and Agriculture
DIRECTORATE:	Free Movement of Persons and Migration
LINE SUPERVISOR:	Director of Free Movement of Persons and Migration & Project Coordinator/ Director of Administration and General Services
SUPERVISING:	N/A
DUTY POST:	Abuja, Nigeria
TERM DURATION:	One year renewable subject to satisfactory performance and availability of funds. Contract expected to commence in June 2025
ANNUAL SALARY:	USD 101,750 (cost including housing allowance and ticket annually and profits as well as any tax obligation that may be imposed on the Consultant)

I. ROLE OVERVIEW

Under the overall supervision of the Director Free Movement of Persons and Migration who is also the Project Coordinator of WURI, and also under the guidance of the ECOWAS Director of Administration and General Services and the Procurement Specialist of the World Bank, the incumbent will be responsible for the management of the procurement activities of the West Africa Unique Regional Identification for Regional Integration and Inclusion (WURI) project.



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The overall objective of the project is to increase the number of persons in participating countries who have government-recognized proof of unique identity that facilitates their access to services. The specific objective of the regional intervention component of the project is to enhance and foster inter-agency collaboration and strengthen regional engagements with the aim of facilitating regional dialogues on mutual recognition of foundational ID systems across the region.

II. RESPONSIBILITIES

Advisory Services on Procurement of Services

- Prepare and execute procurement plans to support project operational needs based on requirements stated in the project work plans and budgets and in accordance with ECOWAS and World Bank internal control mechanisms;
- In liaison with Finance, facilitate timely funding, and/or resolution of any funding issues in relation to procurement activities;
- Maintain awareness of market conditions, including source list, price and competitiveness, and ensure that costs are fair and reasonable prior to approving any purchase;
- Support the project team in the preparation and finalisation of the terms of reference or specifications for various procurement needs and make recommendations to ensure compliance with applicable rules and procedures of ECOWAS and/or World Bank for Goods and services;
- Prepare requisite tools where necessary and bidding documents including draft contracts and other procurement documents;
- Prepare all the notices for publication (Invitation for Bids, Prequalification notices) as approved;
- Keep track of the status of each procurement – from request to delivery or receipt by the requester – ensuring that priorities are met;
- Coordinate the Evaluation of Proposals;
- Support all the evaluation Committees in the evaluation of Bids and ensure compliance with set rules and procedures;
- Prepare all the evaluation reports in line with the decision of the evaluation Committees;
- Prepare all Contracts for Signature and monitor in their implementation;
- Produce/provide periodic reports covering goods and services purchased and on the implementation of the approved procurement plan;
- Maintain a central register of main contracts to accurately record the status of contracts with suppliers, develop appropriate database for key suppliers, main contractors and Consultants and track service level agreements with vendors, contractors and consultants;



- Maintain proper archiving of all procurement related documents (Procurement Plan, Tender Dossiers, Publications, evaluation reports, contracts etc);
- Conduct post-implementation review;
- Participate at meetings aimed at improving project implementation.

Advisory Services on Implementation Supervision

- Develop and discuss alternative solutions to identified problems;
- Explore the most viable solution and discuss this with the PIU;
- Assist in the application of the agreed corrective measures;
- Provide hands-on training to the PIU on implementation matters covering procurement, report writing, etc.;
- Conduct post-implementation review;
- Participate at meetings aimed at improving project implementation;
- Undertake duty travel when necessary;
- Undertake any other official task assigned by the Project Coordinator.

Other

- Undertake duty travel when necessary;
- Perform any other duties as may be assigned by the supervisor.

III. EXPECTED OUTPUTS AND DELIVERABLES

In addition to any submission that the PIU, ECOWAS, and the World Bank may require, the Procurement Specialist shall also make submissions to the Project Steering Committee of the following deliverables:

- For each fiscal year, an Annual Procurement Plan for the implementation of the Project activities;
- Monthly report of tasks performed, and deliverables achieved and next month work plan to be submitted on the 15th of the following month;
- Quarterly report on the implementation of the Procurement activities;
- Annual report on the implementation of the Procurement activities: The Procurement specialist shall prepare consolidated Annual Progress Report covering progress towards achieving the set objectives as well as identified areas of weaknesses and strategies for improvement of procurement activities. The reports shall provide a brief but comprehensive end-of-month progress assessment. The report will be assessed and appraised by the Project Coordinator.



IV. ELIGIBILITY

- A Master's degree in Procurement, Economics, Business Administration, Project Planning; Management or similar qualifications in line with the requirements of the position.
- Must be a partly or qualified Professional in Purchasing and Supply Management with at least five (5) years relevant post qualification experience;
- Extensive and demonstrated experience in procurement in all aspects of procurement of goods, non-consulting services, works and consulting services.
- 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.
- Sound knowledge of STEP (Systematic Tracking of Exchanges in Procurement)
- 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.

V. KEY COMPETENCIES

- Possess excellent written and oral communication, negotiation and persuasive skills; and the ability to solve complex problems involving multiple stakeholders and constraints.
- Ability to self-manage with a high sense of personal responsibility for delivering technical and quality results within timelines.
- Ability to critically analyse information from various sources, advise and deliver clients sensitive and responsive solutions with a high sense of professional integrity and reliability.
- Demonstrate excellent inter-personal skills, the ability to work with and in environments of diversities with sensitivity to differences.
- Fluency in oral and written expressions in English language and the ability to articulate complex messages and ideas in a clear, concise, creative and lively manner.
- Working knowledge of French is an advantage.