

GIABA



Terms of Reference

Procurement Officer

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| Project: | CAPACITY DEVELOPMENT PROJECT ON ANTI-MONEY LAUNDERING AND COMBATING THE FINANCING OF TERRORISM IN WEST AFRICA TRANSITION STATES (CD4AML/CFT) / MULTINATIONAL: GIABA MEMBER COUNTRIES IN TRANSITION (<i>Burkina Faso, The Gambia, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Sierra Leone, Togo, and Comoros</i>) |
| Project Sponsor: | African Development Bank |
| Project Implementer: | GIABA, Dakar, Senegal |
| Title of Position: | Procurement Specialist |
| Contract Type: | Individual Service Contract |
| Duty Station: | Dakar, Senegal |
| Duration of Assignment: | 1 year (renewable based on performance and availability of funds to a maximum of 3 years) |

1. **Project Background**

The Intergovernmental Action Group against Money Laundering in West Africa (GIABA) was established in 2000 by the Conference of Heads of State and Government of the Economic Community of West African States (ECOWAS). The creation of GIABA is a major response and contribution by ECOWAS to the fight against money laundering. GIABA is a specialised institution of ECOWAS, responsible for building the capacity of Member States to prevent and combat money laundering, terrorist financing and proliferation financing in the region. GIABA's mission is to protect the national economies and financial and banking systems of signatory States from the proceeds of crime and combat the financing of terrorism; to strengthen measures and intensify efforts to combat the proceeds of crime; to enhance cooperation among its members; to combat the laundering of the proceeds of crime and the financing of terrorism; and to ensure the harmonised and concerted adoption of appropriate measures to combat money laundering and the financing of terrorism. In addition to its Member States, GIABA grants Observer status to African and non-African States and intergovernmental organisations that support its objectives and actions and have applied for Observer status. Organisations that may also apply for observer status with GIABA include the African Development Bank (AfDB), the United Nations Office on Drugs and Crime (UNODC), the World Bank and the International Monetary Fund (IMF).

The Capacity Development Project on Anti-Money Laundering and Combating the Financing of Terrorism in West Africa Transition States aims is being financed by the African Development Bank. Its major objective is to contribute to resilience in the West Africa Region, through improved AML/CFT regimes and capacity development for west African transition states. More specifically, the project will enhance the provision of the following support: (i) Effective and timely completion of AML/CFT National Risk Assessments (NRAs). (ii) Development of National AML/CFT strategies consistent with NRAs identified risks. (iii) capacity building for relevant public sector officials and reporting entities, private sector, the Media and CSOs (Civil Society

Organizations). (iv) Development/enhancement of AML/CFT tools and manuals with due regard to regional peculiarities.

This project will be implemented during a three-year period (2022-2024), for an overall cost of three and a half Million Unit of Accounts (UA3,5 million). This project is an opportunity to reach high impact with low transaction costs and to mobilize resources from other Development Partners. The project will provide technical support to countries via GIABA, which will reduce the transaction cost and ease the implementation of the activities in beneficiary countries.

2. Project Structure

The project is structured into three components as described below -

Component 1 will support GIABA member States, especially the transition countries, in conducting or finalizing their NRA (National Risk Assessment) exercises. As at December 2022 data showed that 16 of the 17 GIABA member States have completed their NRAs. However, 12 of the 16 countries will soon need to update or conduct a new round of NRAs. Based on the risks identified by their NRAs, countries develop AML/CFT strategies and action plans that cover a wide range of domains, sectors, and stakeholders. The project will also support the development of these national AML/CFT strategies and their implementation especially in areas involving the review of legal, regulatory, and institutional frameworks.

Component 2 will provide a wide range of capacity-building activities: technical assistance, training, and knowledge exchange workshops. These activities will target various stakeholders involved in AML/CFT, both from public and private sectors and from transition and non-transition states (through knowledge sharing perspective). The aim is to harmonize approaches and facilitate upgrading of capacities where this is required. The main groups of stakeholders targeted by the project are FIU (Financial Intelligence Unit) staff; judges, magistrates, Prosecutors, and Law Enforcement Officers; Asset Recovery Agencies and AML/CFT supervisory bodies; Designated Non-Financial Businesses and Professions; Compliance Officers of Financial Institutions; Private Sector; CSOs and the media.

Component 3 will provide implementation support to GIABA through additional staffing, technical assistance, and close supervision of activities. The goal is to ensure smooth execution of the project and build sustainable capacity.

The Project Implementation Unit (PIU) has satisfactory fiscal management capacity to provide, with reasonable assurance, a reliable, comprehensive, and timely statement of the project's financial situation as required by the project sponsor, the AfDB. The fiduciary responsibility for the implementation of the Project lies with the Project Implementation Committee, which will be responsible for the overall coordination, implementation, and financial management of the Project.

Due to the increasing number of projects implemented by GIABA, its workload which continues to grow year after year, this could constitute a risk for the achievement of the project objectives, To mitigate this risk, GIABA is to recruit an Individual Consultant with solid experience in the conduct of procurement procedures for this project.

Under the coordination of the Director of the Administration and Finance (DAF) of GIABA, the Procurement Specialist will be responsible for:

- developing the project procurement plan;
- preparing bidding documents and calls for proposals;
- ensuring the quality of bidding documents;
- ensuring that procurement decisions are made in accordance with the signed agreement and extant requirements of the applicable regulations;

- ensuring the compliance of bidding documents with ECOWAS and technical and financial partners' procedures;
- supporting the resolution of any procurement issues that may arise;
- ensuring the planning of activities and the follow-up of contracts to avoid any delay in the process of the selection, signing and execution of these contracts;
- coordinating with the DAF and the program or project coordinators to ensure that procurement procedures are fully integrated in the planning and management of funds.

3. **Duties of the Procurement Officer**

The duties of the Procurement Specialist are as follows:

- Prepare and coordinate planning for procurement of supplies, non-intellectual services, selection of consultants and calls for proposals;
- Update the procurement plan at least every quarter and as needed;
- Filing and archiving of all documents and contracts;
- Develop a mechanism to monitor the procurement process, including timelines, to quickly identify potential causes of delay, inform management, and make suggestions to solve them;
- Draft Requests for Expressions of Interest, Requests for Proposals and ensure their timely publication;
- Ensure the quality of technical specifications and terms of reference produced by the technical managers;
- Prepare bidding documents, requests for quotations and requests for proposals;
- Follow up the publication of tender notices in the appropriate media (websites, newspapers);
- Participate in bid openings, bid evaluations, contract attribution, in order to provide useful advice to stakeholders involved in the procurement process;
- Draft contracts between GIABA and consultants, suppliers, and service providers;
- Ensure the follow-up of the “no objection” notices requested from the partners if necessary;
- Ensure that all decisions related to the attribution and execution of contracts respect the signed agreement and extant regulations;
- Support/contribute in drafting and providing expert opinion on both incoming and outgoing procurement related communication;
- Provide appropriate advice in the execution of contracts and, especially in the resolution of disputes that may arise;
- Carry out any task or mission related to procurement that has been assigned by the hierarchy in relation to the Project;
- Periodically give account of procurement status and contribute to the contracting aspects of the Financial Monitoring Report;
- Ensure that contract commitments are systematically reflected in the information system and communicated to the accountant;
- Ensure that the results of tenders are published in a timely manner after contract award, and that unsuccessful bidders receive the necessary information;
- Whenever requested, assist the Internal Procurement Committee (IPC) in the evaluation of bids and provide clarifications;
- Support committees or sub-committees in charge of making the analysis of bid selection, or contract awards.

4. **Qualifications / Experiences**

Qualification: (10 Marks)

- A higher degree in Engineering, Architecture, Administration, Procurement, Law, Finance, Commerce, Economics, or other related fields (Master’s Degree 6 marks);
- Relevant Procurement Training certificate (4 marks).

Experiences: (60 Marks)

- The candidate shall demonstrate at least ten (10) years of experience in the field of procurement as a procurement expert; 20 marks: 2 marks per year of experience as Procurement expert
- The candidate shall demonstrate of having executed at least 2 similar assignments as Procurement Officer or a Consultant with renowned national Entities, Regional or International Organisations: (40 marks)

Connaissance du GIABA ou toute autre expérience dans le domaine des politiques de lutte contre le Blanchiment des Capitaux : (10 marks)

- Expérience professionnelle précédente ou courante : (6 marks)
- Training or seminar : (4 marks)

IT Skills: (8 marks)

- Computer literacy and competence, Microsoft Word, Excel, Access, Power Point, knowledge of relevant procurement software would be an advantage.

Languages: (12 marks)

- The consultant shall be fluent in at least two (2) ECOWAS Official languages (French; English or Portuguese). Knowledge of the third (3rd) official language would be an advantage.

5. Other relevant Skills

Proven skills in procurement and contract monitoring on international cooperation projects: drafting of administrative procurement documents, drafting of contracts and minutes, elaboration of award criteria, administrative and financial monitoring, organization of and participation in tender evaluation committees and calls for proposals.

Skills/knowledge/experience in implementing ECOWAS procedures and technical and financial partners.

IT proficiency in the usage of computer tools, common office software (Word, Excel, PowerPoint) and Internet.

Ability to communicate and work in a team.

Ability to work under emergency conditions (to be specified if necessary)

Good organizational and planning skills.

Good negotiation skills for bid proposals.

Excellent problem-solving skills related to contracting.

6. Good knowledge of ECOWAS procedures

Ensure respect for hierarchy;

Be able to draw on the Code of Ethics to manage self, others, information, and resources;

Understand diverse cultural perspectives, particularly those of West Africans, and be sensitive to differences between groups;

Be able to avoid conflict of interest, and practice tolerance and empathy;

Respect for ECOWAS rules and procedures regarding assigned responsibilities and be able to explain them clearly to other stakeholders;

Knowledge of SAP software, especially the MM module for procurement;

Be familiar with ECOWAS procedures and those of technical and financial partners (EU, AECID, AFD, SDC-Swiss Cooperation, World Bank, ADB (African Development Bank), GIZ (Gesellschaft fuer Internationale Zusammenarbeit), EU (European Union), USAID (US Agency of International Development), etc.);

Ability to convey information in a clear, concise, succinct, and organized manner, both in writing and verbally;

Knowledge of IPSAS (International Public Sector Accounting Standards) standards;

Good linguistic knowledge (written and oral) of a second working language of ECOWAS is required.

7. Terms of Employment

The consultant will be based in Dakar, Senegal at the GIABA Secretariat Office

The assignment is for one (1) year, with the possibility of renewal depending on the availability of funds and performance, after a satisfactory evaluation

The position is full-time

The Consultant is expected to refrain from getting involved in any situation that could put him/her in conflict of interest in the context of the assignment

8. **Remuneration**

Remuneration is payable monthly. It is negotiable but based on qualifications and experience and the applicable ECOWAS rates for the level of the consultancy. Monthly remuneration does not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations, and workshops. These costs will be met by the Project or GIABA, as appropriate.

9. **Application**

The application should consist of:

A letter of expression of interest, including the period of availability;

A recent curriculum vitae detailing professional experience and similar assignments;

Three professional references (first and last names, current position, position at the time of collaboration with the Consultant, email, and phone numbers)

Certified copy of the highest degree/qualification;

Copy of the work or service certificates listed in the curriculum vitae.

10. **Submission of Applications**

Applications shall be received not later than **March 31st 2023, 12:00 p.m. GMT**, Dakar Time by hand delivery or by e-mail to the following address:

GIABA

Physical address:

Avenue Cheikh Anta Diop x Canal IV,

Complexe Sicap Point E - Immeuble A, 1er Etage - Dakar

Email: procurement@giaba.org

In subject: « Application for the Position of Procurement Specialist of GIABA »

11. **Selection Method**

The consultant will be selected according to the qualification-based selection method as defined in the ECOWAS Procurement Code. An interview session will be organized based on a short-list of candidate.