



REQUEST FOR EXPRESSIONS OF INTEREST

(Short-Term Individual Consultant: Procurement Specialist)

United Republic of Tanzania

De-Risking Agricultural Finance for Small-holder Farmers in Africa Project

The Private Agricultural Support Trust (PASS) received financing from the African Development Bank toward the cost of the De-Risking Agricultural Finance Project, and intends to apply part of the agreed amount for this grant to payments under the contract for Individual Consultant – Procurement Specialist. The DAFS project will: (i) promote crop insurance to smallholder farmers by minimizing climate-related supply chain disruptions; and (ii) improve financing and investment to the agricultural sector through credit guarantee schemes. DAFS will enhance access to finance by smallholder farmers by de-risking agricultural finance. The potential consultant is expected to carry out this assignment for 6 months starting December 2020.

PASS now invites eligible Individual consultants to indicate their interest in providing these services as per Terms of Reference detailed here below:-

TERMS OF REFERENCE: PROCUREMENT SPECIALIST (CONSULTANT)

I. RESPONSIBILITIES OF THE PROCUREMENT SPECIALIST/ EXPERT

- Implement the basic instruments of contracting (Procurement procedures and contract management and standard national tendering or supplier consultation documents acceptable to the Bank) in accordance with the requirements of the AfDB Rules and Procedures;
- Put in place procurement tools tailored to the project's needs, including updates to the
- Develop mechanisms to monitor the execution of project contracts;
- Review and advise the PMU on the mechanisms, procedures and practices necessary for the integrity of the contracting system, including the classification system;
- Prepare acquisition files, follow procedures and establish correspondences and related reports.

II. NATURE AND EXTENT OF SERVICES

Under the general supervision of the Project Coordinator, the Contracting Specialist:

- Will be responsible for setting up a simple contracting management system including: (i) planning contracting operations; (ii) tracking progress; and (iii) the analysis of the discrepancies between achievements and the contracting plan;
- Will be responsible for certain stages of the procurement process, as defined in the following:
 - a. Follow up with the technical services benefiting from the procurement or project coordination unit of the preparation and finalization of the terms of reference (ToR), for consulting service procurement, and technical specifications of goods and works;
 - b. Finalize draft tender files, and requests for proposals or quotes (following the models provided by the AfDB, including on its website submit them in cases provided for non-objection by the AfDB, and ensure that they are correct and accurate

- c. Advice on call of tenders (if any, prepare notices of invitation, to expressions of interest or shortlist) following the terms of the grant agreement and Procurement plan.
- d. Ensure the proper management of ongoing tenders, to, support the PMU in consultations with suppliers or contractors, technically assist committees conduct of bid evaluation procedures of proposals received;
- e. Ensure compliance in the opening of bids, prepare evaluation reports of offers and formulate a report for the PMU to be submitted to the AFDB if necessary;
- f. Support and prepare contracts, after the PMU obtains notices of no objection if required, and ensure their signatures by those authorized to do so; and
- g. They will be responsible for planning, preparing and coordinating the timing of the procurement of consultants and services;

III. ROLE OF COUNSEL TO THE PROJECT COORDINATOR

In his mission within the team, the Contracting Specialist will provide useful technical advice to all team members in:

- a. The opening of proposals, evaluation of bids and proposals for awarding the contract;
- b. Assistance in responding to requests for clarification from bidders;
- c. Responding to comments from the AfDB
- d. review correspondence of the procurement process to ensure compliance with AFDB rules;
- e. interpretation of the terms of the contract in the event of a dispute during the performance of the contract.
- f. To study and prepare draft responses in the event of a complaint, provide information and documents in case of investigation or review after the fact.

IV. PROFILE, QUALIFICATIONS AND EXPERIENCE REQUIRED:

The applicant must have.

- A bachelor's degree in a field that can be used in procurement; law, business management, administration, or equivalent;
- Proficiency in English. Knowledge of Swahili appreciated.
- At least 4 years of experience, including at least two years of working for AFDB financed projects. Knowledge of Tanzania national regulatory system of regulation or a similar national system will be an added advantage.
- Knowledge of Microsoft office – Excel, Word and Outlook.
- Registered by Procurement and Supplies Professional and Technicians Board (PSPTB) former National Board of Material management (NBMM)

Interested candidates should send their CVs (maximum 2 pages) and cover letters (1 page) to tanaka.tabassum@gmail.com and mark a copy to anna.shanalingigwa@pass.or.tz by/on **15 December, 2020 at 1700** East Africa Time.

For any clarifications, please contact :

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