



iDICE

Investment in Digital and Creative
Enterprises Programme

Terms of Reference

For the Engagement of a Procurement Specialist

For the

**Investment in Digital and Creative Enterprises
(iDICE) Programme**

TERMS OF REFERENCE FOR PROCUREMENT SPECIALIST

Job Title: Procurement Specialist
Department: iDICE Programme Coordination Unit (PCU)
Institution: Bank of Industry (BOI)
Location: PCU Office (Abuja or Lagos)
Report to: Programme National Coordinator

1.0) Specific Tasks

The Procurement Specialist will be part of the iDICE Program Coordination Unit (PCU) working on the implementation of the iDICE Programme's activities and will assume ongoing procurement activities including activities yet to be initiated.

Under the supervision and coordination of the National Coordinator, she/he will be responsible for the specific procurement activities needed for programme implementation and will carry out the following specific tasks without them being exhaustive:

1. Develop a comprehensive prioritized list for acquisitions of goods, works and services for project implementation.
2. Follow up with component heads to initiate procurement process, prepare Terms of References (TOR) for selection of consultants, and prepare technical specifications for acquisition of goods and works contracts.
3. Prepare Requests for Expressions of Interest (REOI) for Consulting Services, Shortlisting Reports and Request for Proposals using the African Development Bank's (AfDB) Standard Solicitation Documents then have them cleared by the (AfDB) via a no-objection.
4. Prepare Specific Procurement Notices (SPNs) and bidding documents for procurement of goods and works using the AfDB's Solicitation Documents then have them cleared by the AfDB.
5. Publish REOI and SPNs and manage the bidding process until bids are received and opened.
6. Prepare for bid evaluation and guide the evaluation team during bid/proposal evaluation then prepare an evaluation report using the AfDB's Bid Evaluation Templates and submit for AfDB review and no-objection.
7. Upon receipt of a no-objection to the bid evaluation reports prepare draft contracts for AfDB's review then arrange for contract signature after the standstill period as appropriate.
8. Follow up on contract management activities with the designated contract manager(s) as appropriate to address contract implementation issues as they arise.
9. Update the Programme's Procurement Plan with actual implementation dates based on milestones achieved.

10. Attend to bidders' complaints as and when they arise and ensure that unsuccessful bidders receive necessary debriefing/information as to why their bids were not successful.
11. Guard against and report practices contrary to good governance in the procurement process including cases of influence peddling, conflict of interest or insider dealings.
12. Ensure that the African Development Bank Procurement Framework and provisions of the Financing Agreement are respected at all stages in the procurement of goods, works and consulting services.
13. Carry out any other duties as may be delegated by the National Program Coordinator.
14. Provide specific guidance to other team members, and training for colleagues on procurement related activities.

2.0) Qualifications and Experience

The Procurement Specialist shall be from any Regional Member Country of the Bank and will have the following qualifications and experience:

- A minimum of first degree in procurement or supply chain management or economics or engineering or law or any other relevant field and post graduate training in procurement.
- Good knowledge of standard procurement methods and procedures following UNCITRAL model law. Specific knowledge and experience in AfDB procurement procedures will be a distinct advantage.
- Minimum eight (8) years relevant working experience with five years continuous experience in procurement management at senior level, preferably in an international organization.
- Knowledge of African Development Bank and World Bank Procurement Guidelines as well as Agence Française de Développement (AFD) procurement procedures and documentation will be an added advantage.
- Experience in training/capacity building and setting up procurement systems in a new organization will be a distinct advantage.
- Computer literacy and competence, Microsoft Word, Excel, Access, Power Point.
- Proven ability to work and interact with people from diverse, professional, social and cultural backgrounds.
- Fluency in written and spoken English.
- Excellent analytical skills and report writing.

3.0) Other Requirements

- Excellent planning, organizing and writing skills.
- Strong management skills, particularly ability to provide strategic direction and technical supervision.

- Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships.
- Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment.
- Excellent coordination and negotiation skills.
- Excellent organizational and record keeping skills.
- Experience in dealing with senior business executives and government officials.
- Good team player while being independent and able to work autonomously.

4.0) References

Verifiable reference with membership of professional organization(s) is an important consideration.

5.0) Duration and Timing

Contract duration will initially be for one year. The Procurement Specialist will be expected to start work in September 2024.