

**EAST AFRICAN COMMUNITY
LAKE VICTORIA BASIN COMMISSION**



**REQUEST FOR EXPRESSIONS OF INTEREST
INDIVIDUAL CONSULTANT - LVBC/AfDB/IC/02/2023**

PROCUREMENT ASSISTANT

**MULTINATIONAL LAKE VICTORIA MARITIME COMMUNICATIONS AND
TRANSPORT PROJECT**

Sector: Telecommunications

Financing Agreement Reference: 2100150036245 (Tanzania), 2100150036246 (Uganda)

Project ID No: P-Z1-GB0-021 (Tanzania), P-Z1-GB0-030 (Uganda)

The Governments of Tanzania and Uganda received financing from the African Development Bank towards the cost of the Multinational Lake Victoria Maritime Communications and Transport project, and intend to apply part of the agreed amount for these loans to payments under the contract for a Procurement Assistant.

The EAC through the Lake Victoria Basin Commission (LVBC) Secretariat is coordinating the implementation of the Multinational Lake Victoria Maritime Communications and Transport (MLVMCT) Project. This program is being implemented in Uganda and Tanzania for a remaining period of one (1) year, 6 months. The program addresses the maritime transportation and navigation safety intervention area and will contribute to the provision of safe, efficient, cheap and environmentally friendly transport links, and fishing activities that are essential to achieving the goals of poverty reduction and sustainable development.

Specifically, the project will establish a maritime communications system for safety on Lake Victoria, including the implementation of a Maritime Rescue Coordination Centres (MRCCs) and Search and Rescue (SAR) centres on the Lake Victoria, and develop East African Maritime Transport strategy.

Title of the Consultant: Procurement Assistant

Reports to : Regional Project Coordinator

Duration of Contract : 1 Year, Renewable subject to performance appraisal and availability of funds

Duty Station : LVBC, Kisumu with frequent reporting to PIU in Mwanza, Tanzania

1.0. Main purpose of the Assignment

The main objective of this assignment is to carry out procurement of Goods, Works, Consultancy and Non-Consultancy Services in implementation of the MLVMCT project.

2.0. Duties and responsibilities

- a) Prepare bidding documents for procurement of goods, works, consulting and non-consulting services in accordance with the AfDB Procurement Framework.
- b) Initiate, prepare and update procurement plans in consultation with the National Implementing Agencies and Regional Project Coordinator and facilitate their implementation.
- c) Procure goods and services for the MLVMCT Project in line with the AfDB guidelines.
- d) Ensure timely coordination and collection of inputs for preparing terms of reference (TORs), technical specifications, statement of requirements and bidding documents.
- e) Track and monitor activities at all stages of the procurement process from start to contract completion and prepare regular procurement reports.
- f) Participate and provide technical guidance in evaluation of bids in accordance with the AfDB Procurement Framework.
- g) Prepare evaluation reports and recommendations for contract awards, including obtaining the necessary LVBC internal clearances and AfDB's No-objection.
- h) Prepare and issue Specific Procurement Notices (SPN)
- i) Provide guidance on public bid opening sessions as well as providing clarifications where necessary.
- j) Participate in contract negotiations and preparing minutes
- k) Draft contracts for No Objection and coordinate their signing.
- l) Raising of Local Purchase Orders.
- m) Maintaining records, filing, and ensuring safe custody of all procurement records.
- n) Prepare periodic reports on procurement activities in MLVMCT Project
- o) Attend to procurement queries, disputes and complaints.
- p) Perform any other duties as may be assigned by the Regional Project Coordinator.

3.0. Qualification and experience

To be qualified for the position, the candidate must meet the minimum required qualifications and experience:

- a) Must have a degree from a recognized University, in Procurement, Management, Economics, Business Administration, or any other related field.
- b) Must have at least 5 years' experience in executing public procurement activities at national, regional or international bodies.
- c) Demonstrable understanding of the public procurement laws.
- d) Must be computer literate in the use of Procurement Application systems, use of MS Word, Excel and any other applications.
- e) Professional qualification such as CIPS, or other equivalent recognised professional procurement qualification is an added advantage.
- f) Significant working knowledge with Multilateral Development Bank funded projects is an added advantage.

4.0. Skills and Competences

- a) Effective **communication skills** both written and oral. Concise report writing skills.

- b) **Technical proficiency:** Good understanding of and experience in procurement management, especially in Multilateral Development Banks' projects. Proven ability in managing processes, people and coordination across implementing teams. Good working knowledge of procurement regulations/contract law. Good negotiating skills to shape and influence agreements with vendors. Sound judgment in applying technical expertise to resolve a range of issues/problems. High analytical skills. Be results oriented and proactive.
- c) **Ethics and Integrity:** Must be a person of proven honesty and integrity with no criminal record, maintain utmost professionalism, work ethics and confidentiality.
- d) **Teamwork:** Very good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

The Procurement Assistant shall work in close collaboration with LVBC's Head of Procurement for day-to-day operations.

The LVBC now invites eligible Individual Consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (curriculum vitae, academic and professional certificates, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.).

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's *"Procurement Policy for Bank Group Funded Operations" dated October 2015*, which is available on the Bank's website at <http://www.afdb.org>.

Interested consultants may obtain further information at the address below during office hours from 0900 to 1700 hours East African (EA) time.

Expressions of interest must be delivered to the address below by **8th June 2023** at 1700 *hours EA time* and mention **"EXPRESSIONS OF INTEREST FOR PROCUREMENT ASSISTANT - LVBC/AFDB/IC/02/2023"**.

Executive Secretary
East African Community,
Lake Victoria Basin Commission
Nyanza Regional Headquarters, 13th floor
Owuor Otiende Road, Off Kenyatta Highway
P. O. Box 1510 - 40100
Kisumu, KENYA
Telephone Number: +254 57 2023894/73, 2026344
E-mail: procurement@lvbcom.org and ndoto@lvbcom.org