



Request for Expressions of Interest (REOI)
Recruitment of Procurement Specialist for NELSAP-CU
Grant No: TF0B4716, Project ID: P172848

Background

The Nile Basin Initiative (NBI) is an inter-governmental organization of the ten (10) Nile River Basin riparian countries (Burundi, DR-Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, Sudan, Tanzania, and Uganda) to promote joint cooperative development, protection and management of the common shared Nile River Basin water resources. NBI has a Shared Vision Objective, namely: ‘to promote sustainable socioeconomic development through the equitable utilization of, and benefit from, the common Nile Basin water resources’. A wide range of programs and projects are currently under varying stages of identification, preparation and implementation, designed to contribute towards the realization of the shared vision objective. The Nile Equatorial Lakes Subsidiary Action Program-Coordination Unit (NELSAP-CU) based in Kigali, Rwanda, is one of the two Investment arms of NBI, the other being Eastern Nile Subsidiary Action Program also known as, ENTRO based in Addis Ababa, Ethiopia, and is governed by the Nile Equatorial Lakes Council of Ministers (NELCOM) in-charge of water affairs, through the Nile Equatorial Lakes Technical Advisory Committee (NELTAC). The objective of NELSAP-CU, is to achieve joint action on the ground to promote poverty alleviation, stimulate economic growth and reverse environmental degradation. The mission of NELSAP-CU is to facilitate identification, preparation, resource mobilization implementation and supervision of regional programs and projects. The broad areas of intervention of the NELSAP-CU include: (a) investments in water resources management and development and (b) Investments in power trade and development.

NELSAP is in the process of recruiting a Procurement Specialist who will support the management and implementation of procurement of goods, works and services for NELSAP-CU and projects in line with various Financial Rules and Regulations and requirements of multilateral donors financing NELSAP-CU including and not limited to the World Bank Group, AfDB, EU, BMZ among other partners.

Key Responsibilities

1. Procurement Planning:

- Develop and consolidate NELSAP CU procurement plans for every financial year. Engage the management and technical staff during work planning & budgeting.
- Prepare cost estimates and agree on procurement methods with the management and technical teams.
- Schedule routine procurement with input from the teams.
- Submit procurement plan to the management and donors for approval.
- Update quarterly procurement plans regularly.
- In-consultation with user department, re-schedule procurement activities not done in time, and update the procurement plan with new activities.

2. Implementation of the Procurement Plan:

- Conduct routine procurement of goods, works, consultants and non-consulting services.
- Guide the procurement process across all departments.
- Receive and review procurement requests from different functions and seek relevant approvals for all procurements.
- Prepare procurement documents (Standard Bidding documents, Request for Expression of interests, and Request for Proposals).
- Prepare tender procurement notices and requests for proposals based on specifications and terms of reference provided by the user Departments.
- Develop procurement evaluation criteria and timelines that are clear and allow for bidders to prepare responsive bids.
- Prepare and disseminate advertisements / Requests for quotation.
- Facilitate the shortlisting, evaluation, notification for the intention of award, contract negotiations and contract signature processes.
- Receive and open bids with the procurement and disposal committee.
- Lead the bid opening, evaluation and negotiations with suppliers and facilitate in obtaining no-objection(s) where required.
- Prepare opening report templates, points for negotiations derived from proposal points, master thresholds and ceilings from when no objections are required.
- Prepare and submit the final shortlisting and evaluation reports; and minutes to the procurement and disposal committee for approvals.
- Review service provider contracts and seek all relevant approvals.
- File electronic and physical documents for ease of retrieval.
- Monitor procurements through regular updates to the procurement plan.
- Maintain a reliable procurement tracking system.

3. Service provider contract management:

- Review different contract templates, understand the contract clauses and interpretations and determine which one is appropriate for different contracts.
- Prepare supplier/ service provider contracts specifying the roles of each party to the contract, delivery schedule, payment schedule, and taxes included in the cost.
- Maintain an up-to-date contract register for all services and works.
- Engage suppliers for frequently desired services and supplies on a framework contract in consultation with consumer departments.
- Review framework contract performance, routinely provide feedback and conduct regular visits or phone interviews with the suppliers / Service providers.

4. Supplier/ Service Provider Pre-qualifications:

- Prepare, evaluate and collate pre-qualified regional suppliers in consultation with consumer departments.
- Prepare documents for pre-qualification for different supplies & Services and advertise for pre-qualification.
- Receive a pre-qualification expression of interest for goods, works and services.
- Guide the evaluation committee in evaluating expression of interests.

- Guide in the evaluation of the technical data of the prequalified supplier/service providers.
- Guide in the evaluation of the price & payment terms of the pre-qualified suppliers / Service providers.
- Maintain an updated list of pre-qualified suppliers.

5. Reporting:

- Prepare quarterly procurement reports.
- Prepare monthly contract / LPO status reports.

Qualifications and experience:

Qualification:

Minimum:

- Bachelor's degree in Procurement, Business Administration, Economics, Engineering, or Commerce.
- Membership to the Chartered Institute of Procurement and Supplies or other recognized professional body is an added advantage.
- Professional qualifications in Purchasing and Supplies Management or Procurement e.g. CIPS Graduate Diploma is an added advantage.

Desirable:

- Master's degree in Procurement, supply chain, Project Planning and Management.

Experience:

Minimum:

- Seven (7) years' experience in procurement services either in public or international organizations of which two (2) years should be in the procurement of infrastructure projects.
- A background in strategic planning.
- Working knowledge of Donor funded Projects especially AfDB and World Bank Procurement procedures.
- Working knowledge of MS Office software, MS Project, windows etc.

Desired:

- Fluency in English, working knowledge of French is an added advantage.

Skills Required:

- Demonstration of professional behaviour.
- Integrity and transparency in dealing with clients and service providers.
- Have a strong ability to work in a team environment with a results-based orientation and to bring tasks to completion under tight deadlines.
- Should be a trainer, results-oriented and self-motivated.
- Ability to multi-task and able to work under pressure.
- Knowledge of the Public Procurement Act and Regulations or equivalent of any of the NBI countries.
- Strong communication and presentation skills including the ability to develop proposals, concept papers, and position papers as well as write reports and prepare relevant publications.

- High-level interpersonal and cross-cultural skills including the ability to build alliances and collaborative relationships with sensitivity to diversity.
- Proficiency in computer applications such as word processing, databases, spreadsheets, accounting packages, email, internet and the workflow process.
- Ability to maintain high standards of integrity; establish straight forward, productive relationships; treat individuals with fairness and respect, demonstrate sensitivity for ethnic, cultural and gender differences.
- Negotiation skills.
- Record-keeping skills.
- Customer relations.

Duty Station. The Procurement Specialist will be stationed in Kigali-Rwanda.

Employment Terms:



The appointment will be on contract, renewable on yearly basis for a maximum of six (6) years term-limit entitlement of service in NELSAP-CU. Contract renewal will be based on individual performance, availability of funds and need for service, with an initial probation period of 6 months. This position is jointly funded by a grant received from CIWA/World Bank NCCR Project, member countries and projects funded by other partners. NELSAP-CU is an Equal Opportunity Employer and an inclusive organization that promotes equality of opportunity for all with the right mix of talent, skills and potential. Selection for the right candidate will be based on individual merit only.

Interested candidates can obtain further information from <https://nilebasin.org/opportunities> or at nelsaprocurement@nilebasin.org during office hours on weekdays from 08:00 to 17:00 hours Rwanda Time.

Selection Process

Interested candidates are invited to submit resumes and relevant supporting documents including academic documents by email addressed to the Regional Coordinator, NELSAP-CU via nelsaprocurement@nilebasin.org with copy to nelcuvacancy@nilebasin.org . The deadline for applications should be received on or before Tuesday **19th November 2024** at 16:00 hours CAT and clearly referenced ‘Recruitment of Procurement Specialist for NELSAP-CU’. Only candidates who meet the requirements and are short-listed for the interview will be contacted.

Signed by,

Eng. Dr. Isaac ALUKWE, PhD

Regional Coordinator

Nile Equatorial Lakes Subsidiary Action Program Coordination Unit (NELSAP-CU), Kigali.