REQUEST FOR EXPRESSIONS OF INTEREST

BUSINESS BOTSWANA

Support to Economic Diversification Technical Assistance Project

CONSULTANCY SERVICES FOR A PROCUREMENT EXPERT

(INDIVIDUAL CONSULTANCY)

1. Background

Business Botswana (BB) has applied for a grant from the African Development Bank Group’s (AfDB) Fund for African Private Sector Assistance (FAPA) to finance the Support to Economic Diversification Technical Assistance Project. FAPA is a Trust Fund supported with grant resources from the Government of Japan and the Federal Government of Austria. The overall goal of Technical Assistance (TA) Project is to support the Government of Botswana in its efforts to diversify the economy through increased competitiveness of SMEs and effectiveness of Business Support Institutions in business support and service delivery. This will be achieved by supporting Business Botswana, an apex business association to implement activities under the Botswana Private Sector Development Strategy, which is the main framework for support to private sector development in Botswana. Specific objective of the Project is to strengthen small stock, tourism and horticulture industries through interventions aimed at improving business linkages and partnerships, strengthening the business development market. The Project is expected to run for a period of 36 Months.

2. Objectives

The objective of the assignment is to recruit a Procurement Expert with international experience to: i) manage and carry out the procurement activities required for implementation of the Project in accordance with the Project’s covenant documents such as the Financing Agreement, the African Development Bank Procurement Rules & procedures, among others; and (ii) set up a procurement system. A key requirement of the Procurement Specialist is familiarity with the African Development Bank (the Bank) and other MDB’s procurement rules, procedures and guidelines.

3. Scope of Services
The Procurement Expert will be accountable for ensuring that all procurements under the Project are conducted in accordance with the Bank procurement rules and procedures.

The Consultant shall, inter alia, undertake the following:

- Review all available Project documents to facilitate the establishment of procurement procedures for the management and implementation of the Project;
- Establish a procurement management system for the Project Implementation Unit (PIU) based on the AfDB Rules & Procedures for the procurement of goods, non-consulting services and consultancy services under the “Procurement Policy for Bank Group Funded Operations”, dated October 2015;
- Using the AfDB’s Standard procurement documents, prepare Bidding Documents and Request for Proposals (RFP), Request for Quotations, Letters of Invitations, clarifications/amendments to procurement documentation, minutes of the Evaluation Committees and negotiation meetings, Evaluation Reports, contract award decisions, etc. These should include standardized forms to be used for International and Local Shopping methods to conform to the AfDB Procurement Rules & Procedures.

4. Qualifications, Experience and Competencies

- Minimum Master’s degree in Procurement or related field;
- Minimum of 10 years of experience in public procurement, 5 years of which is in handling procurement activities using Bank (or similar MDBs) procurement guidelines;
- Membership in a recognized procurement-related institute, such as CIPS or ISM;
- Knowledge of/experience with AfDB/other international development organizations' procurement procedures;
- Good knowledge of the institutional, technical, and commercial aspects of procurement;
- Experience in delivering trainings and capacity building programs at international level;
- Demonstrated high experience in contract management at managerial level;
- Fluency in spoken English and ability to write lucid reports and documents in English is required; working knowledge of French will be an added advantage;
- Strong organization skills and ability to work in a team-oriented, dynamic and diverse environment;
- Proven track record in working effectively within multidisciplinary teams, recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so;
- Excellent interpersonal skills, sound judgment, communication skills, training experience, ability to identify and resolve policy and operational constraints;
- Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint;
- Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision;
- Demonstrated capacity for initiative and efficient decision making with competent analytical and problem solving skills;
- Demonstrated competence by the level of timeliness and accuracy the individual displays in
carrying out his/her role, personal energy and enthusiasm and willingness to exceed expectations in his/her role;

- Ability to plan and organize effectively and build alternative actions into plans, deploying resources effectively and reviewing priorities;
- A commitment to supporting counterpart staff to achieve the outcomes and objectives of the Project;
- Recognition and respect of peers, and a demonstrated ability to interact effectively and collegially with peers at all levels;
- Demonstrated ability to make sound judgments on capacity issues that will require management referral and guidance;
- Demonstrated ability to work effectively in a mentoring role;
- Demonstrated ability to communicate ideas and analyses clearly and tactfully, both orally and in writing;
- Demonstrated ability to assist and support the development of useful procurement processes and procedures effectively; and
- Demonstrated ability to adapt to challenges and changes in the workplace.

5. **Duration of the Assignment**

The assignment is on part time basis and will be for a period of 36 months and is expected to be concluded as soon as possible but in any case no later than December 2021. The estimated starting date is 1st January 2019 or earlier than that.

6. **Performance Evaluation**

The Procurement Expert will develop and agree an annual work plan with the Project Coordinator at the beginning of the year. The work of the Procurement Expert will be reviewed by the Project Coordinator.

7. **Business Botswana 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.

12. **Eligibility criteria:** establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s “**Rules and Procedures for the use of Consultants**” (May 2008 Edition, Revised July 2012), which is available on the Bank’s website at [http://www.afdb.org](http://www.afdb.org). Business Botswana is under no obligation to shortlist any consultant who expresses interest.
13. Interested consultants may obtain further information at the address below during office hours (0800 – 1700 hrs) except on weekends and public holidays at the offices of the:

Chief Executive Officer
Business Botswana
Plot 5196, Luthuli Road
P.O. BOX 432, Gaborone
BOTSWANA

Attention: Chief Executive Officer
E-mail: nmolele@bb.org.bw

14. Written expressions of interest must be delivered to the address below by 30 November 2018 at 1700 hrs local time clearly marked “Consultancy Services for a Procurement Expert”.

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