



PEACE, PROSPERITY AND
REGIONAL INTEGRATION



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

NAME OF PROJECT: Building Blue Economy Resilience and Prosperity in IGAD and Horn of Africa

PROJECT REFERENCE: P-Z1- AAF -026 Grant No.: 5900155019358

1. The Intergovernmental Authority on Development (IGAD) has received financing from the Africa Development Bank towards implementing **Building Blue Economy Resilience and Prosperity in IGAD & Horn of Africa (BE-Prosper)** and intends to apply part of the agreed amount for this *grant* to payments under the contract for Services of a **Procurement Officer**.
2. The services included under this project are mainly focusing on fostering policy and regulatory harmonization for intra-regional fish trade facilitation; enhancing fisheries governance through the implementation of integrated management plans and blue economy initiatives; and iii) strengthening institutions and knowledge capacity to effectively adapt to the impacts of climate change and other vulnerabilities. The project will be implemented in the IGAD Member States (Djibouti, Eritrea, Somalia and South Sudan) from September 2026 to end of September 2028.
3. The Executing Agency Intergovernmental Authority on Development (IGAD) now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).
4. **Major Duties and Responsibilities:** The Procurement Officer will support the procurement activities under the project following the African Development Bank (AfDB) Procurement Framework and IGAD procurement arrangements where applicable, with good understanding of procurement procedures, international good practices and procurement contract management. He/ She shall advise and assist the Project Coordinator and the project team on all procurement issues in connection with the implementation of the two AfDB financed Projects. S/he will be part of the Project Team working on the implementation of the Projects' activities and will assume the following procurement activities:
 - a) Develop a comprehensive list of all acquisitions of goods and services for all project components provided in the Project documents.

- b) Develop, maintain and update the procurement plan on a model consistent with AfDB procedures, including the costs estimate, in the financing Agreement signed between AfDB and IGAD.
- c) Follow up with recipients of technical services on preparation and finalization of terms of reference (TOR) for the procurement of consultancy service, and preparation of technical specifications for goods and works.
- d) Prepare bidding documents for goods and Requests for Proposals (based on the standard documents provided by the AfDB) to be subjected to no objection from the Bank and ensure their timely transmission.
- e) Proceed with the launch of tenders (if applicable to the call for expressions of interest), in the manner agreed in the grant agreement.
- f) Ensure proper management of calls for tender and supervise and monitor the evaluation of bids and proposals received.
- g) Prepare contracts, after obtaining no-objection if it is required, and ensure their signatures by the authorized person.
- h) Design, implement a database of providers and ensure their update, and develop management statistics that will allow donors to measure the level of project performance in terms of procurement. and
- i) Prepare reports of activities prescribed by the manual of procedures for acquisition, but also any other reports related to the Project.

5. **Qualifications and Experience:** The Procurement Officer will have the following qualifications and experience:

- a) A minimum of BA Degree in procurement or supply chain management or engineering or administration or law or any other relevant field and post graduate training in procurement or related subject, or equivalent by experience.
- b) Good knowledge of standard procurement methods and procedures following UNCITRAL model law.
- c) Specific knowledge and experience in AfDB procurement procedures will be a distinct advantage.
- d) Minimum of 5 years relevant working experience, of which three (3) years continuous experience in procurement management at senior level, preferably in an international organisation.
- e) Knowledge of AfDB and World Bank Procurement Guidelines as well as IGAD procurement procedures and documentation will be an added advantage.
- f) Knowledge of and working experience in IGAD region context is highly desirable
- g) Computer literacy and competence: Microsoft Word, Excel, Access, Power Point.
- h) Fluency in written and spoken English.
- i) Knowledge of French would be an added advantage
- j) Excellent analytical skills and report writing.
 - i. Excellent organizational and recordkeeping skills.
 - ii. Good team player while being independent and able to work autonomously.

6. **Duration of the assignment:** Contract duration will initially be 12 (twelve) months with a possibility of an extension upon satisfactory performance. The Procurement Officer will be expected to start work in April 2026.
7. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the ***African Development Bank's Procurement Framework, dated October 2015, which is available on the Bank's website at <http://www.afdb.org>***.

Expressions of interest (Cover letter, CV, and academic documents, with three reference persons including the last employer) must be submitted in a written form to the address below, in person or by e-mail on or before **24th March 2026 by 13:00 hours, Djibouti time zone (GMT+3)**:

IGAD Secretariat

P.O Box: 2653 - Ave Georges Clemenceau

Djibouti, Republic of Djibouti

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