

## **Title: Procurement Specialist – Terms of Reference**

### **1. Background**

- 1.1 The Cubango-Okavango River Basin (CORB) is a transboundary system that flows through Angola, Botswana and Namibia. It emanates from the Angolan highlands and is drained by the Cubango River (known as the Kavango in Namibia and the Okavango in Botswana) which forms the border between Namibia and Angola, as well as by its main tributary, the Cuito, and flows 1,260 km before spilling into the Okavango Delta in northern Botswana.
- 1.2 The CORB supports an astounding variety and abundance of terrestrial and freshwater animal and plant life, and it is essential to the livelihoods of more than a million people who directly rely on its natural resources and ecosystem services. The Basin is still relatively underdeveloped, yet it faces many interrelated challenges: increasing water abstraction for commercial agriculture, deforestation and forest degradation driven by commercial logging and charcoal production, largescale hydropower infrastructure development, and the rapid growth of a population that relies almost exclusively on subsistence resource-based livelihoods. These challenges are exacerbated by the effects of climate change and result in deviations from historical flood-pulse patterns. Loss of freshwater resources in the Basin will present a risk for both the people and the unique but fragile ecosystems that depend on them.
- 1.3 The CORB Fund is a public benefit organization and was established as a Company Limited by Guarantee in December 2019, to address the urgent challenges facing the Basin and to deploy an alternative resilient development pathway. Angola, Botswana and Namibia are members of the Fund and are represented by their respective Ministries in charge of Water. The Permanent Okavango River Basin Water Commission (OKACOM) Secretariat is providing support to the Fund as the Process Agent, The CORB Fund Board of Directors comprises seven members and includes representation from all 3 Member States and four (4) independent members.
- 1.4 The Fund's objective is to cover a multitude of areas at the intersection of livelihoods and environment to ensure the preservation of the basin and its socio-economic development. A detailed **Value Proposition** was developed in 2021 and demonstrates the relevance of the proposed resilient development strategy, with a projected combined benefit-cost ratio of livelihood and environmentally-focused interventions of nearly 7-to-1.
- 1.5 The Fund is entering into implementation phase and seeks a Procurement Specialist to be based in Gaborone, Botswana. The Procurement Specialist is to lead and support

end-to-end procurement planning, execution, and contract management for activities financed by international organizations (e.g., IBRD/World Bank, IDB, UNDP) and/or under national public procurement frameworks. The role will ensure compliance with applicable policies, guidelines, and procedures while enabling timely and effective delivery of project results

## **2. The Objectives of the Position**

To provide technical leadership and hands-on support in procurement planning, bidding, evaluation, contracting, and contract management; strengthen the capacity of the project team; and ensure full compliance with the financing organizations' procurement regulations and applicable national legislation.

## **3. The Scope of Work**

The Procurement Specialist will perform, among others, the following tasks:

### **(i) Strategy and Planning**

- (a) Lead the planning and proposal of procurement strategies for all project procurement processes.
- (b) Coordinate and monitor the Procurement Plan, identifying and implementing revisions to better support project implementation.

### **(ii) Procurement Process Management**

- (a) Guide procurement teams on drafting and preparing bidding documents: bidding documents, Requests for Proposals (RFP), Terms of Reference (ToR), technical specifications, draft contracts, justification notes, procurement notices, shortlists of consultants, cost estimates, etc.
- (b) Analyze and review bidding documents to ensure alignment with the financier's procurement rules and use of standard documents.
- (c) Advise evaluation committees on procedures for assessing technical and financial proposals and on preparing evaluation reports in the financier's standard format.
- (d) Draft responses to administrative appeals and requests for clarifications during procurement processes.

### **(ii) Contract Management and Oversight**

- (a) Advise contract management teams on appropriate procedures for contract administration and supervision.
- (b) Support contract performance monitoring, risk management, and resolution of implementation issues.

**(iv) Reporting and Stakeholder Engagement**

- (a) Prepare management and statistical reports, and annual procurement programming/schedules.
- (b) Participate in technical meetings with financiers and the borrower, presenting the project's procurement status and risk/mitigation measures.

**(v) Capacity Building and Compliance**

- (a) Design and deliver training on procurement and contract management for project personnel.
- (b) Support and follow up on procurement audits, including preparing and presenting justifications for audit non-compliance findings.
- (d) Analyze technical opinions and present recommendations for modifications or revisions, as needed.

**(vi) Team Coordination**

- (a) Coordinate a team of analysts and technicians in the procurement function, promoting efficient workflows and adherence to procedures.

**4. Deliverables**

- (i) Approved Procurement Strategy and Procurement Plan, with periodic updates.
- (ii) Complete set of fit-for-purpose and compliant procurement documents (bidding documents, RFPs, ToRs, technical specs, draft contracts, notices, cost estimates, etc.).
- (iii) Evaluation reports (technical and financial) in financier-standard formats.
- (iv) Periodic procurement progress reports, including management and statistical reports, and annual procurement schedules.
- (v) Training materials and training delivery reports for project teams.
- (vi) Audit response packs, including justifications and corrective action plans, as applicable.

- (vii) Recommendations and memos on technical opinions, policy/procedure changes, and process improvements.

## **5. Qualifications and Experience**

- (i) Education: Bachelor's degree in Procurement, Law, Business Administration, Commerce, Logistics, Supply Chain Management, Engineering, Economics, Accounting or related field.
- (ii) Experience: Minimum of five (5) years of professional experience in public procurement for government projects or projects financed by international organizations (e.g., IBRD/World Bank, IDB, UNDP).
- (iii) Professional Registration or license :A member of a recognized professional body
- (iv) Technical Knowledge:
  - (a) Public procurement policies and national procurement legislation.
  - (b) Guidelines, regulations, and procedures of international financing institutions operating in the country (e.g., IBRD, IDB, UNDP).
  - (c) Procurement methods/modalities, process flows, procedures, and stages under both national frameworks and IFI guidelines.
- (v) Skills:
  - (a) Proficiency with Microsoft Office and Internet-based tools.
  - (b) Strong analytical, drafting, coordination, and stakeholder engagement skills.
  - (c) Demonstrated experience managing complex procurement activities and leading teams.
  - (d) Experience in contract management and supervision.
  - (e) Experience with procurement audits and responses to findings.
- (vi) Language:
  - (a) Fluency in spoken and written English is essential

## **6. Reporting and Supervision**

- (i) The Procurement Specialist will report to the Executive Director (or Procurement Lead).
- (ii) The Specialist will work closely with technical, fiduciary, and implementation teams, as well as representatives of the financing organizations and the borrower.

**7. Location**

- (i) Primary duty station: [Gaborone, Botswana].
- (ii) **Travel:** Candidate must be willing and able to travel extensively to other places outside Gaborone as may be decided by the CORB Fund and demands of the nature of work.

**8. Duration and Level of Effort**

- (i) **Duration:** 3 years with possibility of extension subject to performance and project needs.
- (ii) Level of effort: Full-time.

**9. Performance Indicators**

- (i) Timely delivery and quality of procurement documents and reports.
- (ii) Compliance with applicable procurement regulations and use of standard documents.
- (iii) Timeliness and efficiency of procurement processing against the Procurement Plan.
- (iv) Quality of support to evaluation committees and contract administration teams.
- (v) Positive feedback from audits, financiers, and stakeholders; effective resolution of findings.
- (vi) Demonstrated capacity building outcomes (training sessions conducted, materials produced).
- (vii) Effective team coordination and knowledge transfer.

**10. Confidentiality and Ethics**

- (i) The Specialist shall maintain confidentiality of all non-public project information and uphold the highest standards of integrity, impartiality, and conflict-of-interest management in all procurement activities.

## **11. Payment Schedule**

- (i) Payments will be made against approved deliverables and timesheets on a monthly basis, as per contract terms. Detailed payment milestones to be agreed with the Officer.

## **11. Application/Submission Requirements**

- (i) Curriculum Vitae (CV) highlighting relevant experience.
- (ii) Cover letter (max 1 page) summarizing suitability for the assignment with salary history and requirements.
- (iii) At least two references for similar assignments.
- (iv) Evidence of certifications or training (if available).
- (v) Only short-listed candidates will be contacted within 4 weeks after the application deadline
- (vi) Qualified female candidates are strongly encouraged to apply
- (vii) Questions can be directed to: [joshua@okacom.org](mailto:joshua@okacom.org)
- (viii) Applications should be sent to: Executive Director – [joshua@okacom.org](mailto:joshua@okacom.org) and copy to [joyce@okacom.org](mailto:joyce@okacom.org) and [olerato@okacom.org](mailto:olerato@okacom.org)