



Regional Capacity Development Project for Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) on Anti-Money Laundering and Combatting the Financing of Terrorism (ES-CAD-AML)

## **TERMS OF REFERENCE FOR THE RECRUITMENT OF PROCUREMENT OFFICER**

<b>POST TITLE:</b>	PROCUREMENT OFFICER
<b>DUTY STATION:</b>	DAR ES SALAAM, UNITED REPUBLIC OF TANZANIA
<b>EMPLOYER:</b>	ESAAMLG
<b>DURATION:</b>	3 YEARS (RENEWABLE YEARLY BASED ON PERFORMANCE)
<b>PROJECT SPONSOR:</b>	AFRICAN DEVELOPMENT BANK

**This position is based in Dar es Salaam, Tanzania and does not attract international terms and conditions. Only applicants who already have the right to live and work in Dar es Salaam will be considered for this position. ESAAMLG does not support applications for work permits and relocation.**

### **1. Background**

The Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) is a Financial Action Task Force (FATF) Style Regional Body (FSRB) and an associate member of the FATF. It was established in 1999 and currently consists of 21 member countries<sup>1</sup>. Its main objective is to work with member countries to promote and assess implementation of anti-money laundering and combating the financing of terrorism and proliferation (AML/CFT/CPF) standards issued by the FATF.

ESAAMLG has applied for financing from the African Development Bank towards the cost of the Regional Capacity Development Project for Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) on Anti-Money Laundering and Combatting the Financing of Terrorism (ES-CAD-AML) and intends to apply part of the agreed amount for this grant for the recruitment of a project Procurement Officer. ESAAMLG now invites eligible candidates to apply for the post of Procurement Officer.

### **2. Project Structure**

This project will be implemented during a three-year period (2025-2028), for an overall cost of four Million Unit of Accounts (UA4 million). It will support five countries which are Burundi, Eritrea, Madagascar, Mozambique and South Sudan. The overarching development objective of the proposed project is to strengthen the beneficiary member countries' capacity to fight money laundering, terrorism financing and illicit financial flows (ML/TF/IFFs). The project has three complementary components: Component 1 supports National Money Laundering Risk Assessments, Strategies and Mutual Evaluations; Component 2 supports a wide range of AML/CFT Institutional Capacity

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<sup>1</sup> Angola, Botswana, Burundi, Eritrea, Ethiopia, Eswatini, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, South Africa, South Sudan, Tanzania, Uganda, Zambia and Zimbabwe. DRC is a regional Observer

Building activities, technical assistance, training and knowledge work; and Component 3 supports project management. The project has two main outcomes: (i) Strengthening the legal, regulatory, institutional, and operational frameworks that comply with International Standards on anti-money laundering and IFFs, and (ii) Increasing the capacity of relevant competent authorities to effectively combat money laundering/terrorism financing and IFFs. Combatting money laundering is key in reducing resource leakages and promoting domestic revenue mobilization (DRM) and economic growth of member countries.

For effective management of this Project, a Project Steering Committee (PSC) and a Project Implementation Team (PIT) will be set up. The PSC will be responsible for strategic oversight and policy guidance. The PITs, will be responsible for the day-to-day implementation of Project activities, including manage procurement and financial management processes.

### **3. Scope of Services**

Under the overall supervision of the Project Coordinator, and in close cooperation with the Project Steering Committee, the Procurement Officer will operate within the ESAAMLG Secretariat and as part of the Project Implementation Team (PIT), assist the Project Coordinator for the procurement of goods, services and where necessary, works conducted in accordance with the provisions of the African Development Bank processes.

### **4. Duties of the Procurement Officer**

The duties of the Procurement Officer include but are not limited to the following:

- In consultation with the Project Coordinator, prepare and periodically update and revise the Project Procurement Plan based on the Donor's template and ensure Donor's approval of the same;
- In cases of procurement actions requiring the clearance and 'no objection', review any procurement related documents for compliance with the financing agreement, appraisal report or the procurement plan, whichever is appropriate, then coordinate the dispatch and delivery of the documents to the Donor for review and closely follow up with the Donor to get timely responses;
- Assist in the preparation of tendering dossiers (Bidding Documents, Request for Proposal, Request for Quotation, etc.) for procurement of goods (or non-consultancy services) and works and acquisition of consultancy services which are in line with the Donor's standard solicitation documents;
- Contribute to reviewing terms of reference and technical specifications, and make recommendations to ensure their compliance with the requirement of the Donor requirements;
- Prepare Specific Procurement Notices (SPNs) and Request Expression of Interests (REoIs) and ensure timely publications of the same and collection of bids/RFP/RFQ and prepare relevant paperwork for receipt of bids/proposal;
- Coordinate the Evaluation Committees' meetings; provide guidance and support to Evaluation Team, Technical Staff, etc. during bid opening session, evaluation process, etc.; and lead the preparation of bid opening minutes and evaluation reports following the Donor's standard evaluation guidelines.
- Ensure that all necessary internal procurement decisions and approvals are obtained for all procurement transactions at the appropriate level in accordance with the requirement of the Executing Agencies policies and regulations prior to submission of the evaluation reports to the Donor for review;
- Maintain or cause the PIT to maintain a proper record keeping system of all procurement-related files so such files are safely kept throughout the life of the project and beyond as required in the procurement policy.

- Follow up procurement related correspondence and document submissions, facilitate timely analysis and responses to request for clarifications, complaints and issues raised during the procurement process and/or contract implementation phase;
- Ensure safekeeping and handling of bid securities, performance securities and advance payment guarantees to ensure their validity, timely extensions and timely releases;
- Provide support in preparation of contracts and ensure timely distribution of copies of contract agreements to relevant stakeholders including the Donor;
- Ensure timely and proper arrival / receipt of goods and other deliverables, receipt of payment invoices, goods receiving reports and reconciliation of financial and technical proposals/offers against final invoices;
- Take immediate action for short landed and missing items and follow up for claim settlements and report to the Project Coordinator;
- Monitor the progress of procurement related activities and contract performance of the project to ensure that the implementation of the same is in the manner and within the timeline as set out in the approved Procurement Plan, relevant contractual project, and overall project schedule;
- Prepare periodic status reports (monthly, quarterly and annual) on procurement implementation under the project and keep stakeholders and the Donor informed of procurement status;
- Assist in contract administration/management aspects of the project;
- Support stakeholders in procurement capacity building and other related activities; and
- Carry out any other relevant duties as may be assigned by the Project Coordinator.

## **5. Qualifications and Experience**

- A minimum of a Master's degree/ in either Procurement Management, Supply Chain Management, Economics, Law, Business Administration or related fields;
- At least five (5) years of post-qualification practical experience in donor funded procurement projects.
- Familiar with the African Development Bank procurement processes or knowledge of procurement processes of other similar international organizations.
- Knowledge of the ESAAMLG region is an added advantage
- Have very good time management skills and ability to multi-task and work under pressure.
- IT proficiency in the usage of computer tools, common office software (Word, Excel, PowerPoint) and Internet. Knowledge of relevant procurement software would be an added advantage.
- Be fluent in ESAAMLG official language (English). Knowledge of an extra language (French or Portuguese) would be an added advantage.
- Demonstrated report writing skills.
- Have ability to work effectively in a team.
- Strong communication skills and good interpersonal relations.

## **6. Remuneration**

A good remuneration package commensurate with experience and qualifications will be payable monthly. The monthly remuneration does not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations, and workshops.

## **7. Application**

All applications, which will include a cover letter of expression of interest, current Curriculum Vitae. copies of qualifications, and at least two professional or character references must be sent by **20<sup>th</sup> May 2025, 17:00 p.m. East Africa Time**, by e-mail to [contact@esaamlg.org](mailto:contact@esaamlg.org) and addressed to:

The Executive Secretary  
ESAAMLG Secretariat  
P. O. Box 9923  
Dar es Salaam, United Republic of Tanzania  
Phone: +255 756 240 153  
Email: [contact@esaamlg.org](mailto:contact@esaamlg.org)

For any further enquiries, contact Mr. Nhundu on [tnhundu@esaamlg.org](mailto:tnhundu@esaamlg.org).

Please note that only shortlisted candidates will be contacted. Female candidates are highly encouraged to apply. The ESAAMLG does not accept any form of fees or payment for recruitment.

## **8. Selection Method**

The consultant will be selected according to the qualification-based selection method. An interview session may be organized based on a short-list of candidate.