



MARITIME ORGANIZATION OF WEST AND CENTRAL AFRICA (MOWCA)

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TERMS OF REFERENCE
PROJECT IMPLEMENTATION AND PROCUREMENT SUPPORT
TECHNICAL ASSISTANT
(INDIVIDUAL CONSULTANT)

Project Title: Regional Assessment of Ship Repair, Maintenance, Recycling and Drydock Infrastructure and Related Services in West and Central Africa

Financing Source: NEPAD – Infrastructure Project Preparation Facility (NEPAD-IPPF).

Executing Agency: Maritime Organization of West and Central Africa (MOWCA).

Assignment Type: Individual Consultant.

Duty Station: MOWCA Secretariat, Abidjan, Côte d'Ivoire.

Duration: Maximum of Twenty-Four (24) Months.

1. BACKGROUND

The Maritime Organization for West and Central Africa (MOWCA) has received financing from the African Development Bank (AfDB) through the resources of the NEPAD-Infrastructure Project Preparation Facility (NEPAD-IPPF) to undertake a *Regional Assessment of Ship Repair, Maintenance, Recycling and Drydock Infrastructure and Related Services in West and Central Africa*, (also referred to as “the Study or the Project”).

The study seeks to assess existing ship repair, maintenance, recycling and drydock infrastructure; identify investment opportunities and infrastructure gaps; assess market demand and competitiveness; review policy, legal and regulatory frameworks; evaluate environmental and social considerations; and prepare a regional investment roadmap and implementation strategy. Specifically, the study seeks to:

- a. Establish an inventory of existing drydock infrastructure and related maritime services across MOWCA Member States.
- b. Evaluate the current condition, capacity, and operational performance of these facilities to determine their efficiency, adequacy, and technical viability.

- c. Identify priority regional drydock facilities, capacity and operational gaps, constraints, and investment needs required to enhance regional ship repair and maintenance capabilities.
- d. Identify opportunities for mainstreaming climate resilience and green growth initiatives within the maritime repair and maintenance sector.
- e. Identify pathways for mainstreaming gender equality, women's empowerment, and youth employment opportunities within the maritime industry value chain.
- f. propose regional strategies and action plans to improve ship repair services, strengthen maritime logistics, and promote sustainable industrial development across West and Central Africa.

MOWCA is the Executing Agency responsible for project implementation, procurement, financial management, stakeholder coordination, monitoring and reporting.

2. PURPOSE OF THE TECHNICAL ASSISTANT

To strengthen implementation capacity and ensure compliance with the Grant Agreement and AfDB fiduciary requirements, MOWCA intends to recruit an *Individual Consultant* to serve as *Project Implementation and Procurement Support Technical Assistant*, (also referred to as the "Consultant"), to the Project Management Unit (PMU).

The Consultant will provide technical support to MOWCA in project implementation, procurement management, contract administration, monitoring and reporting, stakeholder engagement, and compliance with the African Development Bank Procurement Policy for Bank Group Funded Operations and other applicable AfDB operational procedures. The Consultant shall also support institutional capacity strengthening and knowledge transfer to MOWCA staff in procurement planning, consultant recruitment, contract management and project implementation.

3. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide project implementation, procurement, contract management, coordination, monitoring, reporting and capacity-building support to MOWCA throughout the implementation of the consulting services assignment and related project activities.

The Consultant shall assist MOWCA in ensuring full compliance with the Grant Agreement, the African Development Bank Procurement Policy for Bank Group Funded Operations, consultant recruitment procedures, fiduciary requirements, reporting obligations and project implementation requirements.

4. SCOPE OF SERVICES

Under the supervision of the MOWCA Project Coordinator, the Consultant shall undertake the following tasks:

A. Project Coordination and Implementation Support

- Support the establishment and operationalization of the Project Management Unit (PMU);
- Assist in preparation and implementation of annual work plans and implementation schedules;
- Monitor implementation progress against approved milestones and deliverables;
- Coordinate communication between MOWCA, AfDB and, consultants,
- Track implementation risks and recommend mitigation measures;
- Support implementation of decisions and recommendations arising from Steering Committee meetings.

B. Procurement and Fiduciary Compliance Support

The Consultant shall serve as the principal advisor to MOWCA on project management, procurement and contract administration matters relating to the project and shall:

- Provide technical guidance on the application of the African Development Bank Procurement Policy for Bank Group Funded Operations and associated procurement procedures;
- Support preparation and review of procurement plans;
- Support preparation of Requests for Expressions of Interest (REOI);
- Support preparation of Requests for Proposals (RfPs);
- Assist in preparation of consultant evaluation reports;
- Support preparation of procurement notices and procurement correspondence;
- Review procurement documentation prior to submission to the Bank;
- Assist MOWCA in preparing procurement packages requiring the Bank's No Objection;
- Monitor procurement implementation against approved procurement plans;
- Maintain procurement records and filing systems in accordance with AfDB requirements;
- Support consultant recruitment processes and ensure compliance with approved evaluation criteria and procedures;
- Provide on-the-job training in project management and capacity building to MOWCA staff on AfDB procurement procedures and good procurement practices.

C. Contract Administration and Consultant Management

- Monitor consultant performance against contractual obligations;
- Track consultant deliverables and implementation schedules;
- Support contract negotiations and contract administration activities;
- Monitor compliance with contractual milestones and reporting requirements;
- Support preparation of contract amendments where required;
- Maintain contract management and performance monitoring records.

D. Monitoring, Evaluation and Reporting

- Prepare monthly implementation updates;
- Prepare quarterly project progress reports for submission to MOWCA and AfDB;
- Monitor project performance indicators and implementation milestones;
- Maintain project implementation records and documentation;
- Support preparation of annual implementation reports;
- Support preparation of project completion reports.

E. Stakeholder Coordination and Workshop Management

- Support the PMU Team Leader in the planning and organization of stakeholder consultations, technical meetings and validation workshops.
- Facilitate communication among participating countries and regional stakeholders;
- Support preparation of presentations, briefing materials and meeting reports;
- Support dissemination of project outputs and recommendations.

F. Quality Assurance Support

- Support the PMU Team Leader in the planning and organization of stakeholder consultations, technical meetings and validation workshops.
- Support the review of the consultant deliverables for completeness, consistency and conformity with the Terms of Reference alongside PMU and MOWCA;
- Support technical review processes prior to submission to MOWCA and AfDB;
- Ensure timely follow-up of comments received from stakeholders and the Bank;
- Support quality control of project outputs and reporting.

5. DELIVERABLES

The Consultant shall provide, at a minimum:

- Inception Report and Work Plan (within one month of commencement);
- Monthly Progress Briefs;
- Quarterly Project Progress Reports;
- Procurement Tracking and Compliance Reports;
- Procurement Plan Monitoring Reports;
- AfDB No Objection Submission Packages, as required;
- Contract Management and Deliverables Tracking Reports;
- Workshop and Stakeholder Engagement Reports;
- Convene Project Management Capacity Building Sessions;
- Annual Implementation Status Reports;
- Final Assignment Completion Report.

6. REPORTING ARRANGEMENTS

- The Consultant shall report directly to the MOWCA Project Director and work closely with:
MOWCA Project Coordinator;
- Project Management Unit (PMU);
- Steering Committee Members;
- The African Development Bank Task Team, as required.

The Consultant shall serve as the focal point for coordination of procurement and consultant management activities between MOWCA and the African Development Bank and shall support preparation of all procurement submissions requiring the Bank's review and No Objection.

7. QUALIFICATIONS AND EXPERIENCE

Education

The Consultant shall possess at least a Master's Degree in:

- Project Management;
- Maritime Transport;
- Transport Planning;
- Economics;
- Engineering;
- Development Studies;
- Public Administration; and,
- Dual or combination of the specific related skillset in technical and management, will be an added advantage.

Professional Experience

The Consultant shall possess:

- At least fifteen (15) years of relevant professional experience;
- Demonstrated experience in implementation of donor-funded projects;
- Proven experience supporting procurement and contract management under projects financed by Multilateral Development Banks (MDBs) and Development Finance Institutions (DFIs);
- Demonstrated knowledge of the African Development Bank Procurement Policy for Bank Group Funded Operations;
- Experience preparing procurement documents, evaluation reports, procurement plans and No Objection submissions;
- Experience supporting consultant recruitment and contract administration;
- Experience in project coordination, implementation support, monitoring and reporting;
- Experience supporting regional infrastructure, maritime, transport, logistics or development projects;
- Experience working with regional organizations, international development partners or public institutions.

Core Competencies

- Strong knowledge of AfDB procurement rules, procedures and fiduciary requirements;
- Strong project implementation and coordination skills;
- Strong contract administration and consultant management skills;
- Excellent stakeholder engagement and communication skills;
- Strong analytical and report-writing skills;
- Strong organizational and document management skills;
- Proficiency in Microsoft Office applications and project monitoring tools.

Languages

Given that MOWCA comprises both Anglophone and Francophone Member States:

- Fluency in either English or French is required;
- Working knowledge of the other language is required;
- Demonstrated proficiency in both English and French shall be considered a significant advantage.

8. DURATION AND LEVEL OF EFFORT

The Consultant shall be engaged for a maximum period of twenty-four (24) months.

The assignment is expected to require intermittent input throughout the implementation period, including support during consultant recruitment, contract administration, study implementation, stakeholder consultations, validation workshops and finalization of study outputs. The total level of effort shall not exceed one hundred and twenty (120) working days distributed over the twenty-four (24) month implementation period. The exact deployment schedule shall be agreed with MOWCA based on the approved work plan, procurement schedule, reporting requirements and project implementation needs.

The level of effort shall be determined in accordance with the approved work plan and project requirements.

9. SELECTION METHOD

The Consultant shall be recruited as an Individual Consultant in accordance with the African Development Bank Procurement Policy for Bank Group Funded Operations and the Bank's Method and Procedures for the Selection of Individual Consultants.

Evaluation Criteria

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| • Academic Qualifications – | 15 Points |
| • Project Implementation Experience – | 20 Points |
| • Procurement and Contract Management Experience – | 25 Points |
| • Experience with AfDB/MDB-Financed Projects – | 20 Points |
| • Regional Experience in West and Central Africa – | 15 Points |
| • English and French Language Proficiency – | 5 Points |

Total: 100 Points.

10. APPLICATION REQUIREMENTS

The files of Expression of Interest shall include:

- Updated Curriculum Vitae (CV);
- Cover Letter demonstrating suitability for the assignment;
- Copies of academic and professional qualifications;
- Three professional references;
- Evidence of availability;

11. ELIGIBILITY AND CONFLICT OF INTEREST

The Consultant shall comply with the African Development Bank's eligibility requirements and policies relating to integrity, conflict of interest, anti-corruption and prohibited practices applicable to Bank-financed operations.

12. CONFIDENTIALITY

The Consultant shall maintain confidentiality of all information obtained during the assignment and shall not disclose project information without prior authorization from MOWCA.

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