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CELLULE MCA TOGO
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Cellule Millennium Challenge Account - Togo (Cellule MCA-Togo)

SPECIFIC PROCUREMENT NOTICE

**PROCUREMENT OF CONSULTANT SERVICES FOR THE RECRUITMENT
OF THE PROCUREMENT AGENT TEAM (TWO (2) INDIVIDUALS)**

Ref N°: TTP/2019/Cons/IC/011

Letter of Invitation

**Lomé, Togo
September 18th, 2019**

The United States of America, through the Millennium Challenge Corporation ("MCC") and the Government of the Republic of Togo (the "Government" or "GoT") has entered into a cooperative program to assist under the Millennium Challenge Account ("Grant Agreement") for approximately US \$ 35,000,000 ("MCC Funding") to facilitate the development and the implementation of the Millennium Challenge Corporation Threshold Program (the "Threshold Program") which was signed on February 14, 2019 between MCC and GoT.

It is expected that the government will set up a new entity, the Millennium Challenge Account Implementation Unit ("UEMCA-Togo"), which will serve as the "Accountable Entity" for the implementation of the Threshold Program. Before the creation of the "UEMCA-Togo", any reference to the actions undertaken or the rights received by Cellule MCA-Togo in this Request for Proposals, as well as in the draft contract, must be undertaken or received by the Cellule MCA-Togo on behalf of the Government, and any reference herein to UEMCA-Togo will be recognized as a reference to the Cellule MCA-Togo during this period. As a result, the Cellule MCA-Togo and the UEMCA-Togo are also referred to as the "MCA Entity" in this Request For Proposals and the contract template.

The proposed Threshold Program is designed to support the Government of Togo in implementing policy and institutional reforms in two areas critical to economic growth and poverty reduction: information and communication technology (ICT) and land tenure (LRAP-Land Reform and Agricultural Productivity). To do so, the program plans to: (1) improve access to high quality and affordable ICT services to Togolese citizens by encouraging private sector investments in the ICT sector and developing an independent regulatory regime; and, (2) expand access to formalized land through the recognition and protection of legitimate land rights.

The Cellule MCA-Togo is currently seeking a Procurement Agent (PA) composed of two (2) Individual Consultants. The Procurement Agent (PA), acting on behalf of the Cellule MCA-Togo shall manage the procurement process for selecting the suppliers, contractors and consultants who will be contracted to provide a broad range of goods, works and services, and will provide related contract administration services as requested by the AE in

order to implement the certain activities funded by the Millennium Challenge Corporation (MCC). The Procurement Agent shall diligently oversee, discharge and perform all services necessary to achieve the optimum value for the money expended by the AE while ensuring that all procurement transactions are conducted in compliance with the principles, rules and procedures set out as in the funding agreements.

This Letter of Invitation, follows the General Procurement Notice that appeared on the website of the Cellule MCA-Togo www.mcatogo.org on **Avril, 15 2019**, on UNDB Online as of **May 2nd, 2019**, in the national daily newspaper “Togo-Presse” on **May 6th and 7th, 2019** and in dgMarket on **May 7th, 2019**.

1. Summary of Services:

The Cellule MCA-Togo now invites technical and financial proposals from eligible Individual Consultants to provide the consultant services as Procurement Agent (PA) Team. **Qualified and eligible Individual Consultants can present a proposal for either position, or both.**

2. Contract start date and duration:

The location of the assignment is Lomé. The assignment is for twelve (12) months for a base period, and three option-periods of twelve (12) months each.

The required qualifications for the Individual Consultant to be considered are indicated in the Terms of Reference (“TOR”) as below. Please refer to the detailed Terms of Reference included in the LOI documents but among other requirements, these qualifications include:

For the Procurement Agent Manager (Senior Specialist)

- Significant experience working as procurement professional (for 10 years or more)
- Demonstrated experience of managing procurement or logistics for a large international project within the last five (05) years.
- Proven leadership qualities and experience as Project manager/Procurement Agent; experience in managing a team of procurement professionals.
- At least three (03) years of proven experience working in procurement capacity on MCC-funded projects

For the Junior Procurement Specialist

- At least 05 years’ experience working as a public procurement professional.
- Experience and demonstrated ability in the development of salient public procurement documents, i.e. bidding documents, evaluation reports, contracts, etc.
- Experience working on donor-funded projects, including the World Bank, Asian Development Bank, African Development Bank or MCC.

3. Application Procedure:

Consultants should register their interest by sending an e-mail (with subject: “**Recruitment of the Procurement Agent team (2 individuals)**”) to the Procurement of the Cellule MCA-Togo at recruitmcatogo@gmail.com with copy to mdoumbial@gmail.com , giving their full contact details.

Interested Individual Consultants are requested to submit their **Application/Cover Letter, CV Contractor Biographical Data Sheet, and financial proposal as separate files in a**

single submission using the three (3) forms provided for this purpose in the LOI documents.

4. Selection Procedure:

The Consultant will be selected in accordance with the procedures for selection of Individual Consultants set out in the MCC Program Procurement Guidelines (P1.B.3.10), which are provided on the MCC website (www.mcc.gov).

The selection process comprises two stages: first, the Cellule MCA-Togo will select, for each position, the consultant with the most appropriate CV/qualifications and experience using the criteria provided in the LOI documents. Contract award is subject to negotiations and a price reasonableness analysis.

5. Deadline of submission:

Application/Cover Letter, current CV, and **financial proposal** shall be submitted to the address below no later than **October 14th, 2019 at 10:00 a.m (Lomé time)**. Proposals should be submitted by email to:

Cellule MCA-Togo
Avenue Duisburg 43, Quartier Administratif,
Building facing FAO Offices closed to l'Agence de Solidarité Nationale in Lomé 09
Phone: +228 22 20 17 24 - PO Box 9295
E-mail: recruitmcatotogo@gmail.com
Lomé-TOGO

Yours sincerely,

Cellule MCA-Togo

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The National Coordinator

Stanislas BABA