

TERMS OF REFERENCE (TOR)
Short-Term Procurement Consultant (Six-Month Assignment)

Project: Technical Assistance for Combatting Financial Crimes (TACFIC) - Development of the National Financial Crimes Policy and Strategy (NFCPS) and Development of Standard Operating Procedures (SOPs)

Country: Republic of Mauritius

Executing Agency: Ministry of Finance

Beneficiary Institution: Financial Crimes Commission (FCC)

Financing: African Development Bank – Middle-Income Country Technical Assistance Fund (MIC TAF)

1. Background and Justification

The Republic of Mauritius has been awarded a grant from the African Development Bank (AfDB) under the Middle-Income Country Technical Assistance Fund (MIC TAF) to finance the Technical Assistance for Combatting Financial Crimes (TACFIC) project.

The TACFIC project is under the oversight of the Ministry of Finance, which serves as the Executing Agency, while three beneficiary institutions — the Financial Crimes Commission (FCC), the Ministry of Financial Services and Economic Planning (MFSEP), and the Build Operate Transfer (BOT) Unit — are each responsible for implementing their respective components. The project is structured around three components:

- **Component 1:** Strengthening the policy and operational environment for combatting financial crimes, implemented by the FCC.
- **Component 2:** Strengthening capacity for combatting Illicit Financial Flows and facilitating identification of Public-Private Partnership investment opportunities, implemented by the MFSEP and BOT Unit.
- **Component 3:** Project Implementation Support, coordinated across all beneficiary institutions.

The project will be implemented over a period of 24 months, from March 2026 to February 2028.

In order to support the FCC in carrying out its procurement responsibilities under the project in compliance with AfDB procurement policies and procedures, the FCC seeks to recruit a short-term Procurement Consultant. These Terms of Reference define the mission, tasks, qualifications, and contractual arrangements for this position.

2. Objectives of the Assignment

The Financial Crimes Commission (FCC) is the beneficiary institution responsible for implementing Component 1 and for coordinating project implementation support under Component 3.

The primary objective of the assignment is to provide dedicated procurement support to the Financial Crimes Commission (FCC) in the planning, management, and execution of all procurement activities, including mainly the procurement of consultancy firm for development of the National Financial Crime Policy and Strategy (NFCPS) and development of SOPs under the TACFiC project, in full compliance with the African Development Bank's Procurement Policy for Bank Group Funded Operations (October 2015) and the provisions of the Grant Agreement.

3. Scope of Work and Key Tasks

The Consultant shall work closely with the FCC Project Implementation Team (PIT) and the Ministry of Finance to deliver the following tasks within the within the six months assignment:

A. Procurement Planning and Management

1. Review the existing project procurement plan and update it in line with AfDB requirements and implementation timelines.
2. Identify bottlenecks and propose corrective measures to accelerate procurement processes.
3. Establish procurement tracking tools and ensure timely monitoring of all procurement stages.

B. Preparation of Procurement Documents

1. Prepare the Request for Expressions of Interest (REOIs), Request for Proposals (RFPs), Bid Documents, and addenda using AfDB Standard Procurement Documents.
2. Draft the Terms of Reference and technical requirements for Consulting service whilst ensuring consistency with AfDB principles.
3. Ensure all procurement documentation meets AfDB prior-review requirements where applicable.

C. Management of Selection & Evaluation Processes

1. Support the end-to-end procurement of:
 - Consultancy firm for the development of the National Financial Crimes Policy and Strategy and Standard Operating Procedures (SOPs)
 - Other project-related procurement activities
2. Coordinate clarifications with bidders, organize evaluation committee meetings, and prepare shortlist and evaluation report in line with AfDB guidelines.

D. Contracting & Compliance

1. Prepare draft contracts and ensure they incorporate AfDB-approved conditions.
2. Facilitate Bank approvals, no-objections, and compliance checks.
3. Ensure procurement files are properly archived (digital + physical), complete, and audit ready.

E. Capacity Strengthening

1. Provide guidance and on-the-job support to FCC staff on AfDB procurement procedures and requirements.

F. Expected Results

The following results are expected from the Procurement Consultant:

- An approved and regularly updated Procurement Plan for FCC activities under TACFiC;
- Procurement processes conducted in compliance with AfDB policies, within agreed timelines.
- Complete, accurate, and auditable procurement documentation.
- Contracts awarded and signed, managed, and tracked in accordance with contractual terms.
- Periodic procurement reports submitted on time.

G. Deliverables

The key deliverables include, but are not limited to:

- Implementation of Procurement Plan validated by the FCC and the AfDB.
- Preparation of solicitation documents (RFPs, EOIs) for all FCC procurement activities.
- Shortlist, Evaluation reports and contract award recommendations.
- Signed contracts for all consulting services under the FCC's component.
- Quarterly procurement progress reports.
- Final procurement completion report at the end of the assignment.

5. Qualifications and Experience

The Consultant must meet the following minimum criteria:

Academic Qualifications

- A Degree in Procurement, Supply Chain, Public and/or Business Administration, Law, Economics, Engineering, or related field.

- A professional procurement certification (e.g., CIPS, FIDIC) is an asset.

Professional Experience

- A proven experience managing procurement under projects financed by international development institutions (AfDB, World Bank, or equivalent);
- Demonstrated knowledge of AfDB Procurement Policy and Procedures is a strong requirement; experience with other multilateral development bank procurement frameworks will be considered;
- Knowledge of Mauritius public procurement legislation and regulations is an asset;
- Experience preparing REOIs, RFPs, shortlists, evaluation reports, and contracts.
- Experience supporting procurement of consulting services (firms).
- Excellent analytical, communication, and report-writing skills.
- A clean criminal record.
- A sense of responsibility, honesty, and integrity
- Ability to work independently and under tight deadlines.
- Proficiency in English (written and spoken) is required; knowledge of French is an advantage.
- Proficiency in Microsoft Office applications; familiarity with procurement management systems is an asset.

6. Application File

Applicants must submit a complete application file consisting of the following documents:

- A cover letter addressed to the Director General of the Financial Crimes Commission.
- Copies of academic, professional qualifications and relevant documents.
- A signed and up-to-date Curriculum Vitae (CV).
- References or evidence of relevant prior experience (employer certificates, letters of completion, or equivalent).
- Any other document substantiating the candidate's qualifications and experience.

7. Selection Criteria

The consultant will be selected through the Individual Consultant (IC) method under Bank Procurement Methods and Procedures (PMPs), subject to prior review by the AFDB.

Criteria	Score
I. General qualifications and relevance of academic background I.1. A Degree in Procurement, Supply Chain, Public and/or Business Administration, Law, Economics, Engineering, or related field: 15 points I.2. A professional procurement certification If one or more certificates: 5 points If no certificate: 0 point	20
II. Specific qualifications II.1 Experience in procurement under AfDB or comparable MDB-financed projects; 5 points per year of experience, with a maximum score not exceeding 40 points II.2 Knowledge of AfDB procurement policies and procedures – 10 points II.3. Knowledge of Mauritius public procurement legislation and regulations – 10 points II.4 Experience with consultancy services procurement – 10 points II.5 English Language proficiency and communication skills – 10 points	80
Total	100

The minimum qualification score is 70 out of 100. The candidate ranked first whose total score is equal to or greater than the aforementioned minimum score will be invited to negotiate a contract. In the event of a tie between two consultants ranked first, the candidate with the greatest cumulative years of experience assessed under sub-criteria II.1 will be selected.

If the selected candidate is a civil servant, regularizing their civil servant status to comply with AfDB guidelines will be a condition for the contract to take effect. To this end, state representatives or civil servants may only be hired if such hiring is not incompatible with any national employment regulations or policies and if these civil servants: (i) are on unpaid leave; (ii) are not employed by an organization for which they have previously worked, unless a reasonable period has elapsed between their departure from that organization and the proposed assignment (12 months); (iii) their employment does not create a conflict of interest.

The selected consultant must provide certified copies of diplomas, work certificates, and training certificates, as well as any additional evidence of qualifications and experience deemed necessary. Note: Each similar reference will be summarized in a separate sheet and will only be considered in the evaluation if the candidate includes supporting documentation, including certificates of completion and/or acknowledgments of satisfactory performance, and the identity and contact information of the clients for any necessary verification of the information provided

8. Duration and Contract

The duration of the contract is **six (6) months**, within the limit of the project implementation period (March 2026 – February 2028).

9. Place of Work

The Procurement Consultant will be based at the Financial Crimes Commission (FCC), Reduit Triangle, Moka, Mauritius, with regular interaction with the Ministry of Finance and the AfDB task team as required.

10. Reporting

The Procurement Consultant shall report to the FCC Project Implementation Team (PIT) Technical Lead, the Ministry of Finance designated Project team, and the AfDB Procurement Officers as appropriate.

All reports must be submitted in English.

11. Confidentiality

All documents, data, and information accessed during the assignment shall remain the property of the FCC and shall not be disclosed without written permission.

12. Ethical Considerations

The Consultant must adhere to:

- AFDB Anti-Corruption and Integrity Guidelines
- The FCC Code of Ethics and Conduct.
- Applicable national and AfDB procurement ethical standards

13. Declaration

I, the undersigned, certify in good conscience that the information provided above accurately reflects my situation, qualifications and experience. I acknowledge that any wilful misrepresentation may result in my disqualification, or dismissal should I have been engaged.

Signature:

Date: