

CALL FOR CONSULTANTS

Procurement Senior Consultant (Director Level)

ASSIGNMENT SNAPSHOT	
Consultancy Title:	Procurement Senior Consultant (Director Level)
Engagement Type:	Independent Consultant (Roster/Pool-Based)
Location:	Home-based in the US or abroad; international travel, particularly in Africa, is likely on most engagements, though not guaranteed
Coordinates with:	Engagement Lead / The BKG CEO
Duration:	Short-term, intermittent assignments based on client demand
Languages:	English (full professional proficiency) and French (reading and conversational speaking) required
Openings:	3 Openings

About The BKG

The Beneficial Knowledge Group (The BKG) strengthens the operational systems, controls, and teams that organizations rely on to deliver their mission. We work with Government Organizations, Non-Governmental Organizations (NGOs and INGOs), Institutions of Higher Education, Medical & Research Centers, Startups, and Commercial Enterprises, funded by governments, bilateral and multilateral donors, foundations, pharmaceutical sponsors, and industry. Our integrated model combines advisory consulting, tailored professional development, and pre-vetted staffing, so clients receive both sound recommendations and the capability to act on them.

Consultancy Overview

The Procurement Senior Consultant leads the procurement component of each BKG engagement for clients in the US and abroad, including government agencies, NGOs, academic, medical, and research institutions, and private companies. The role covers the full range of The BKG's consulting services in procurement: procurement strategy, procurement structures, procurement reform, procurement projects, the procurement cycle, procurement risk, procurement performance, and procurement controls, compliance, and manuals. Engagements range from a single activity or project to a program, a department, or an entire organization, and from assessment and recommendations to hands-on guidance through implementation. Working alongside the Engagement Lead and, depending on the size and complexity of the scope, a small team, the Procurement Senior Consultant delivers sound advisory, assessment, and evaluation work in close coordination and in tandem with the other functional teams, and provides the Engagement Lead with clear and concise findings, recommendations, and implementation guidelines that enable the timely preparation and submission of the final report. Findings are presented to the client by The BKG CEO or leadership and the Engagement Lead, and the Procurement Senior Consultant may contribute to findings meetings. When

required, the Procurement Senior Consultant oversees and advises on implementation alongside client staff. When engaged for this purpose, the Procurement Senior Consultant may also advise The BKG on all matters related to procurement, contributing to strategic planning and to the development of sound procurement and supply chain advisory services. Not every BKG engagement is a review: the Procurement Senior Consultant may also lead the procurement activities of advisory engagements that help clients redesign, reconfigure, or transition to a new organizational model, drawing on strategic planning, organizational development, change management, and stakeholder engagement.

Scope of Work & Key Responsibilities

1. Consulting Role

- Lead the procurement component across The BKG's consulting services, including strategic planning, organizational development, change management, stakeholder engagement, project management, process improvement, risk management, performance measurement and evaluation, internal controls, compliance, and policy development. In performing these tasks, focus on procurement as the field of specialization while providing overall support to the engagement team and The BKG mission.
- Assess the client's procurement function, including structures, procurement planning, sourcing, supplier management, and systems, and identify strengths, gaps, and priorities.
- Review the soundness of procurement policies, procedures, controls, transactions, and supplier records, and set the review approach followed by the Procurement Consultant and Procurement Officer.
- Evaluate how effectively the client's procurement function supports its mission, strategy, and operations, using clear indicators and evidence.
- Guide client leaders and staff on priorities, sequencing, and good practice in procurement.
- Advise the client on procurement strategy, vendor management, contract administration, and anti-corruption controls.
- Help the client implement approved improvements, such as revised procurement procedures, templates, delegation of authority, and vendor screening, by overseeing and advising client staff, so that the client's procurement function and overall operations become stronger as a result.

2. Transformation & Advisory Engagements

- Beyond review, assessment, and evaluation missions, participate in advisory engagements where clients need to redesign, reconfigure, or transition their organization from one model to another, such as restructuring, mergers, decentralization, new operating or service delivery models, or major system changes.
- In these engagements, lead the procurement activities, focusing on procurement expertise and experience to help the client reach its goals through strategic planning, organizational development, change management, and stakeholder engagement.
- Design the future procurement function model, transition roadmap, and sequencing, and guide leaders and staff through the change with clear communication, training, and practical tools.
- Engage Boards, staff, funders, partners, and other stakeholders throughout the transition, and track progress against agreed milestones and indicators so that the client reaches its goals.

3. Strategic & Organizational Advisory

- Advise on procurement and sourcing strategy aligned with the client's strategic plan, budget, and value for money objectives.
- Review the structure, roles, and delegation of authority of the procurement function, and recommend improvements that build capacity.
- Guide leaders and staff through procurement reform, such as new thresholds, e-procurement systems, or centralized purchasing.
- Engage management, suppliers, funders, and regulators on procurement matters, and support transparent supplier communication.

4. Project, Process, Risk & Performance

- Plan and manage procurement projects and complex procurements, from needs assessment through contract award and closeout.
- Map the procurement cycle from requisition to payment, and recommend streamlined procedures that improve compliance and turnaround times.
- Identify and assess procurement risks, including fraud, collusion, conflict of interest, and supplier failure, in line with applicable local and international rules (such as national anti-corruption laws, the UN Convention against Corruption, the African Union Convention on Preventing and Combating Corruption, and funder anti-fraud and anti-corruption policies).
- Develop procurement indicators, such as cycle time, savings, and supplier performance, and evaluate results against objectives.

5. Specialized Assessments

- Assess procurement internal controls, including segregation of duties, delegation of authority, vendor due diligence, and sanctions screening, in line with applicable US and international lists (such as SAM.gov, OFAC, UN, EU, and World Bank sanctions and debarment lists).
- Review the compliance of procurement policies and transactions, in line with applicable US and international rules (such as 2 CFR 200 and the FAR for US federal funding, EU PRAG, World Bank and AfDB procurement rules, national public procurement codes, and WAEMU and CEMAC directives).
- Develop or update procurement manuals, templates, and SOPs tailored to the client, when included in the engagement.

6. Coordination & Reporting

- Plan the procurement work with the Engagement Lead and CPA Expert in line with The BKG scope of work, including objectives, methodology, timeline, and division of work among consultants, and carry it out in tandem with the other functional teams.
- Provide the Engagement Lead with clear and concise findings, risk ratings, and recommendations, so that the final report can be prepared and submitted without delay, subject to sign-off by The BKG CEO.
- Contribute to findings meetings with the client as requested; findings are presented by The BKG CEO or leadership and the Engagement Lead.

7. Implementation Guidance

- Develop practical, prioritized, and time-bound procurement implementation guidelines with responsible client parties, milestones, and indicators of success.
- When required, oversee and advise client staff on the best way to implement recommendations and corrective actions, working alongside them to confirm that each action is implemented adequately and on schedule; client staff remain responsible for carrying out the work.

8. Team Coordination & Strategic Advisory to The BKG

- Depending on the size and complexity of the scope, coordinate a small team of BKG consultants, such as the Procurement Consultant and the Procurement Officer, agreeing on the division of work and reviewing contributions for consistency and quality.
- When engaged for this purpose, advise The BKG on all matters related to procurement, contributing to strategic planning, portfolio growth, and the development of sound procurement and supply chain advisory services.
- When engaged for this purpose, contribute to proposals, client scoping, and training offerings, and share expertise with other procurement consultants.

Service Standards

Services delivered under each consulting agreement are expected to meet the following standards:

- **Consulting Process:** Deliver every assignment, whether planning, advisory, assessment, or evaluation work, through a thorough, well-informed, and evidence-based process, aligned with the agreed BKG scope of work and fully documented.
- **Findings & Reporting:** Produce clear, concise, and well-supported findings and recommendations, stating for each risk or gap its condition, criteria, cause, effect, and risk rating, written to executive standard.
- **Implementation Guidelines:** Translate each recommendation into practical, prioritized, and time-bound actions with clear responsibilities, milestones, and indicators of success, and, when required, oversee and advise on their implementation alongside client staff.
- **Mastery of Field:** Demonstrate excellent mastery of the field of specialization and of the applicable US and international rules and regulations, including those of French speaking countries.
- **Coordination:** Work in tandem with the Engagement Lead and the other functional teams, respecting the common engagement plan, timelines, and reporting standards.
- **Quality of Service:** Deliver services that are consistently above average in rigor, accuracy, and timeliness, and that uphold The BKG's reputation for excellence.
- **Professionalism:** Maintain irreproachable professionalism, integrity, objectivity, and confidentiality in all dealings with clients, colleagues, and stakeholders.
- **Independence & Teamwork:** Exercise independent professional judgment over the methods and means of the work, while coordinating effectively with other consultants on multidisciplinary BKG teams.

Key Deliverables

- Procurement work plan, agreed with the Engagement Lead.
- Clear and concise procurement findings and recommendations for the final report.
- Procurement implementation guidelines.
- Strategies, plans, manuals, or SOPs in procurement, when included in the engagement.
- Contribution to findings meetings and implementation oversight notes, when applicable.

Qualifications

Required

- **Experience:** 10+ years of progressive procurement experience, including Director-level roles and management of competitive and complex procurements, in the US and/or internationally.
- **Project Management:** Extensive experience managing projects with strong procurement, supply chain, and contracts components, for grant-funded organizations and/or private companies.
- **Consulting Experience:** Demonstrated experience delivering advisory services such as strategic planning, organizational development, change management, process improvement, risk management, or performance measurement and evaluation.
- **Technical Mastery:** Extensive knowledge of procurement and mastery of the applicable US and international rules and regulations (such as 2 CFR 200 and the FAR, EU PRAG, World Bank and AfDB rules, national public procurement codes, WAEMU and CEMAC directives, and the UN Convention against Corruption).
- **Reporting:** Proven ability to produce clear, concise, evidence-based findings, recommendations, and implementation guidelines.
- **Languages:** Full professional proficiency in English; ability to read French fluently and to communicate in conversational French.
- **Education:** Bachelor's degree or international equivalent (such as a Licence) in Business Administration, Supply Chain Management, or related field; Master's degree or international equivalent (such as a Master 2 or DESS) preferred.
- **Travel:** Availability and willingness to travel domestically and internationally, particularly in Africa, when engagements require.

Preferred

- **Sector Experience:** Work with organizations in the US and/or internationally, including French speaking countries, across the public, non-profit, academic, and private sectors.
- **Funder Rules:** Knowledge of the requirements of USAID and other US federal funders, the Gates Foundation and other national and international philanthropic organizations, and multilateral funders such as the EU, UN agencies, and the World Bank.
- **Certifications:** CPSM, CIPS, PMP, PMD Pro, or equivalent.
- **Systems:** ERP or e-procurement systems such as SAP, Oracle, Microsoft Dynamics, or SUN.
- **Field Security:** HEAT (Hostile Environment Awareness Training) certification.

Core Competencies: Strategic judgment, facilitation, coordination, client advisory, clear and concise reporting, and integrity.

Engagement Terms

- **Engagement:** Independent consultant (1099 for US-based consultants, or equivalent status for consultants based abroad) on The BKG roster, engaged per assignment under a separate consulting agreement; not an employment relationship.
- **Independent Contractor Status:** Consultants are engaged as independent contractors. Nothing in this call for consultants, in roster selection, or in any consulting agreement creates an employment, partnership, agency, or joint venture relationship between the consultant and The BKG. Consultants may accept or decline any assignment offered, control the methods, means, and hours of their work, and remain free to provide services to other clients, subject to The BKG's conflict of interest and confidentiality requirements. They are not entitled to employee benefits and may not bind or represent The BKG except as expressly authorized in writing for a specific assignment.
- **Work Arrangements:** Consultants determine their own working methods, schedule, and location, subject to the deliverables, deadlines, and any on-site requirements agreed for each engagement; duration varies by engagement.
- **Compensation:** Daily fee equal to the consultant rate negotiated and agreed in writing between the consultant and The BKG, as set out in the consulting agreement for each assignment.

Travel, Per Diem & Travel Costs

Travel is common on BKG engagements. The following terms apply whenever a consultant travels on assignment:

- **Travel Expectation:** Domestic and international travel is a strong possibility on most engagements but is not guaranteed. When required, travel may include remote or resource-limited settings, and its timing and duration depend on the scope of each engagement.
- **Travel Requirements:** Valid passport, ability to obtain visas, and compliance with The BKG Travel Policy and security protocols. All travel must be authorized in advance by The BKG.
- **Per Diem:** For each day of authorized travel, domestic or international, consultants receive a daily per diem for lodging, meals, and incidental expenses at the rates published by the U.S. General Services Administration (GSA) for travel within the US, or by the U.S. Department of State for travel abroad.
- **Travel Costs:** Approved travel costs, such as airfare, ground transportation, visa fees, and vaccinations required for the assignment, are paid directly or reimbursed by The BKG in line with The BKG Travel Policy, with supporting receipts where required.
- **Relation to Fees:** Per diem and travel costs are separate from, and paid in addition to, the consultant's negotiated fee.

Equipment, Insurance & Personal Responsibilities

As independent consultants, all BKG consultants are expected to be fully equipped and insured to perform their duties. In particular:

- **Work Equipment:** Consultants provide and maintain, at their own expense, the equipment and tools needed to perform their duties, including a laptop with current security protections

(antivirus, encryption, and operating system updates), a mobile phone, reliable internet access, and standard office software. The BKG may grant access to specific systems, templates, or data for each assignment, which must be used only for that assignment and returned or deleted at its close.

- **Health Coverage:** Consultants are solely responsible for arranging, at their own expense, valid health coverage, whether through a national statutory health system or private insurance, in their country of residence and in every country of assignment, including coverage for medical evacuation and repatriation when travel is required. As independent consultants, they are not eligible for The BKG's employee benefits or insurance plans.
- **Travel Insurance:** For every trip, consultants must hold valid travel insurance covering, at a minimum, emergency medical care, medical evacuation, trip interruption, and loss of personal belongings and equipment.
- **Life, Accident & Disability:** Consultants arrange any life, accident, or disability insurance they consider appropriate. The BKG accepts no liability for illness, injury, death, or loss of personal property arising during an assignment, except as required by applicable law.
- **Professional Liability:** Professional liability (errors and omissions) or professional indemnity coverage is preferred and may be required for specific engagements.
- **General Liability:** US-based consultants are expected to carry general liability insurance, and consultants based elsewhere equivalent public liability coverage where customary; The BKG may request a certificate of insurance before an assignment.
- **Proof of Coverage:** Consultants must provide proof of valid health and travel coverage before deployment, and The BKG may postpone or decline an assignment until coverage is confirmed. Before field assignments, consultants complete a self-declaration that they are fit to travel; no medical records are requested.
- **Taxes & Statutory Obligations:** Consultants are responsible for their own income taxes, social security contributions, business registrations, and other statutory obligations in their country of residence, in line with their independent consultant status.
- **Other Requirements:** Apart from the approved travel costs and per diem described above, consultants bear the costs of carrying out their work and are expected to maintain everything else necessary to perform their duties, including a suitable and confidential workspace, current professional licenses and certifications, and a valid passport and visas when travel is required.

Code of Conduct

All consultants must sign and comply with The BKG Code of Conduct. The BKG has zero tolerance for sexual exploitation, abuse, and harassment, and consultants must report concerns without delay. Client information must be handled in strict confidence under applicable privacy laws and may not be retained after an engagement closes. Consultants must disclose any actual or potential conflict of interest before deployment.

How to Apply

Submit the following documents in PDF format:

1. **Resume / CV** highlighting senior procurement leadership and donor-funded project experience in Africa.
2. **Letter of Motivation** stating your expertise, language skills in English and French, expected daily fee (USD) as a basis for negotiation, availability, and willingness to travel.
3. **References:** Three professional references with name, title, organization, and contact details.

Email: staffing@thebeneficialknowledgegroup.com

Subject Line: Application: Procurement Senior Consultant (Director Level) | [Your Full Name]

Applications are reviewed on a rolling basis, and only shortlisted candidates will be contacted. Selected candidates undergo technical screening and background verification before deployment. Roster selection does not guarantee assignment volume.