



World Food Programme

MEMORANDUM

Date: 15 March 2018

Réf.: ADM/2018/01/ha

To : All staff, WFP Tanzania

From : Michael DUNFORD, Country Representative, WFT Tanzania

REVIEW OF OFFICE COMMITTEES : MARCH 2018

Objective

This memo revises the list of all the committees that exist in the Tanzania country office and explains the roles, responsibilities and terms of reference of each committee.

- ✓ These committees are established in accordance with WFP rules for the implementation of internal control, risk management process and many others. These committees primarily advise and make recommendations to the Country Director on the dossiers submitted to them.
- ✓ Members of the committees shall be appointed in their personal capacity and not as representatives of their units. In the case of a staff member leaving the CO, the new staff member occupying the position will perform the same roles in the committees pending the review of the committees.
- ✓ The review of the committees takes into account the following criteria:
 - Segregation of duties;
 - Balance between local and international staff; and
 - Replacement of staff who have been reassigned or have left the office.
- ✓ List of committees member is on annex A of this memorandum and summarized terms of references on Annexe B.

Instructions for Committees

- ✓ In order to better organize the convening of the committees, the below guidelines were developed to be followed by the committees to ensure compliance with WFP rules and procedures.

Number and frequency of convening committee meetings

- There are no fixed number of pre-established meetings. Committees should meet as required. For some committees, Regular meetings could be defined by the Chair : Weekly, monthly, Bi-



monthly, quaterly... etc. But the number of meetings should not be limited to such regularities and the committee may always be convened when necessary.

- Meetings must be convened by the Chairperson of the Committee or the Secretary (on instructions from the Chairperson). The Chair must communicate the agenda to members in advance of the meeting

Quorum

- A quorum is reached if at least three voting members are present;
- The alternate members shall be called upon due to the unavailability of a regular member;
- Technical staff may be invited by the chair to provide guidance and information to the committee but will not have voting rights.
- In case of unavailability or absence of both Chairperson and alternate Chairperson, the CD may appoint a chair on an ad hoc basis.

Conflicts of interest

- In the event of a potential conflict of interest, the primary responsibility rests with the staff member involved in this conflict of interest to declare it. The member will therefore be excused from the discussions (or replaced)
- The chair may invite a member who presents a conflict of interest in a meeting only as an adviser and not as a voter.

Responsibilities and obligations of members

- Members shall act independently in the performance of their duties.

Privacy

- All matters discussed in committees are confidential. It is therefore very important that, whatever the nature of the subjects discussed, members do not disclose it;

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Vote

- The decisions of the committees are made on the basis of the majority of the voters; Should no majority be found, the vote of the Chairperson shall constitute the deciding vote;

Secretary

- The secretary must be a member of the unit responsible for the execution of the committee's decisions;

Minutes

- The minutes of meetings must be prepared and kept by the secretary. The members of the committees must sign the minutes. The signed minutes must then be sent to the Country Director for approval.
- Supporting documents must also be prepared by the secretary on instructions from the chair.

Review of Memo

This memorandum will be reviewed every six months

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ANNEX A: WFP TANZANIA LIST OF COMMITTEES MEMBERS

MRC: Management Review Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Wendy Bigham Deputy Country Director	Riaz Lodhi Head of Supply Chain	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Hamid Aboudou Head of Fin/Adm/IT	Tiziana Zoccheddu Head of Program.	
Member (Voting)	Juvenal KISANGA Programme Officer (Government Relations)	FIZZA MOLOO Donor Relation Officer	
Observer	President of staff association	Vice-President of staff association	
Secretariat (Non-Voting)	Orestes SOTTA HR Officer	Rosemary TIRweshobwa HR Associate	
BOC: Bid Opening Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Fizza Moloo Donor Relation Officer	Nang Shri Seng Lao Logistic Officer	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Felister Massawe IT Asst.	Derrick RUGANUZA IT Assistant	
Member (Voting)	Fidel Mazobe Admin Assistant	Benetson KAMBUGA Business support assistant	
Member (Voting)		Asia Lashikoni HR assistant	
Secretariat (Non-Voting)	Lucy MABUGA Procurement Assistant	Gwamaka NSEKELA Procurement Assistant	
PCC-Non Food: Purchase and Contract Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Tiziana Zoccheddu Head of Program.	Kaysa Halleen NYERERE Programme Officer	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	John Msocha ICT Officer	Mohamud MABUYU Logistic Officer	
Member (Voting)	Rosemary Max Finance officer	Octavian Mushi M&E Officer	
Member (Voting)		Mdathiru ABUBAKAR Programme Assistant	
Secretariat (Non-Voting)	Evelyn MKANDA Procurement Officer	Lucy MABUGA Procurement Assistant	
FPC: Food Purchase Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Juliana MUIRUIRI Programme Officer Nutrition	Elyse Marie BATTISTELLA Consultant VAM/M&E	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Kaysa Halleen NYERERE Programme Officer	Orestes SOTTA HR officer	
Member (Voting)	Dora SHAYO Sr Budget and Programming Assist	Livingstone MPUMBI Finance assistant	
Member (Voting)		Tala LOUBIEH Innovation officer	
Secretariat (Non-Voting)	Evelyn MKANDA Procurement Officer	Lucy MABUGA Procurement Assistant	
FEC: Formal Evaluation Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Guillermo ZUNIGA Logistic Officer	Sofia ITAMAKI Programme Officer	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Domina KAMRANBAGWE Programme Officer	Elimina TUNGE Sr Logistic Associate	
Member (Voting)	Michael OKIO Finance Associate	Octavian Machumu Finance assistant	
Member (Voting)		Daudi KABALIKA Sr IT assistant	
Secretariat (Non-Voting)	Lucy MABUGA Procurement Assistant	Gwamaka NSEKELA Procurement Assistant	
LTC: Local Transport Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Hamid Aboudou Head of Fin/Adm/IT	Elyse Marie BATTISTELLA Consultant VAM/M&E	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Evelyn MKANDA Procurement Officer	John MSOCHA IT Officer	
Member (Voting)	Juvenal KISANGA Programme Officer	Octavian MUSHI Programme officer M&E	
Member (Voting)		Orestes SOTTA HR Officer	
Secretariat (Non-Voting)	Mahamud MABUYU Logistic Officer	Philip MTIKIRE Logistic Assistant	

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IRC: Interview and Recruitment committee			
The appointment of members of the interview committee for local recruitments shall be made on an ad hoc basis by the Director or the OIC			
The committee should preferably be composed as follow: 1 International Officer (head of unit) (Voting) – Chair 2 National Officers/Sr Assistant (Voting) – Member 1 Secretariat/ Ex-Officio (HR) (Non-Voting)			
NB : The head of the unit for which recruitment is made must be a member of the committee.			
LAPC: Local Appointment and Promotion Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Riaz Lodhi Head of Supply Chain	Tiziana Zoccheddu head of Programme	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Gulliermo ZUNIGA Logistic Officer	Juliana MUIRURI Programme Officer-Nutrition	
Member (Voting)	Hamid ABOUDOU Head of Fin/Admin/IT	Juvenal Kisanga Programme officer-Government Relation	
Member (Voting)		Rosemary MAX Finance Officer	
Secretariat (Non-Voting)	Orestes SOTTA HR Officer	Rosemary TIRWESHOBWA HR Associate	
LPSB: Local Property Survey Board			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Riaz Lodhi Head of Supply Chain	Juliana Muiruri Programme Officer-Nutrition	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Sofia ITAMAKI Programme Officer	Max WOHLGEMUTH Consultant	
Member (Voting)	Rosemary MAX Finance Officer	Michael OKIO Finance Associate	
Member (Voting)		Neema SHOSHO Programme Officer Nutrition	
Secretariat (Non-Voting)	Benetson KAMBUGA Admin	Carolyne WASLEY Admin Associate	
FIC: Food Inventory Committee			
FUNCTION	Member name and Title	Alternate	
Members			
Members	5 members: Team Leader, Members 1, 2 & 3, Storekeeper. <i>* note: The storekeeper will only act as an observer. He will be there only to clarify the questions of the members of the CIV</i> <i>The members of the team must come from Logistics as well as from other units (Programme, Administration, Finance, Monitoring & Evaluation, VAM, HR etc.)</i>		
Team Leader	Logistic Officers / Sr Logistic Assistant		
CPC: Cooperating Partner Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Wendy Bigham Deputy Country Director	Riaz Lodhi Head of Supply Chain	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Riaz Lodhi Head of Supply Chain	Mahamud Mabuyu Logistic Officer	
Member (Voting)	Hamid Aboudou head of Fin/Admin/IT	Rosemary Max Finance officer	
Member (Voting)	Tiziana Zoccheddu head of Programme	Juliana MUIRURI Programme Officer Nutrition	
Secretariat (Non-voting)	Domina Kambarangwe/Masasa MAKWASSA Programme Officer	Semanga NGOSINGOSI/Neema SOSHO Programme Associate/Programme Officer	
CBTWG: Cash-Based Transfers Working Group			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Wendy Bigham Deputy Country Direct.	Tiziana ZOCCHEDDU Head of programme	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Hamid Aboudou Head of Fin/Admin/IT	Rosemary Max Finance Officer	
Member (Voting)	Riaz Lodhi Head Supply Chain	Muhamud MABUYU Logistic Officer	
Member (Voting)	Tiziana ZOCCHEDDU Head of programme	Domina Kambarangwe Programme Officer	
Member (Voting)	Elise Marie BATTISTELLA Consultant VAM/M&E	Mdathiru ABUBAKAR M&E Officer	
Member (Voting)	John MSOCHA IT Officer	Daudi KABALIKA Sr IT Assistant	
Secretariat (Non-Voting)	Semanga NGOSINGOSI Programme Associate	Willbroad KARUGABA Programme Officer	


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PC: Pipeline Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Wendy Bigham Deputy Counry Direct.	Hamid ABOUDOU Head of Fin/Admin/ICT	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Riaz Lodhi Head Supply Chain	Mahamud Mabuyu Logistic Officer	
Member (Voting)	Tiziana Zoccheddu Head Programme	Domina Kambarangwe Programme officer	
Member (Voting)	Fizza Moloo Donor Relation Officer	Max WOHLGEMUTH Consultant	
Member (Voting)	Hamid ABOUDOU Head of Fin/Admin/ICT		
Secretariat (Non-Voting)	Dora SHAYO Sr Budget and Programming Assist		
RMC: Resources Management Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Michael DUNFORD Country Director	Wendy BIGHAM Deputy Counry Direct.	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member(DCD)	Wendy BIGHAM Deputy Counry Direct.		
Member(SO manager)	Tiziana Zoccheddu Head Programme		
Member(SO manager)	Juliana Mulruri Programme Officer-Nutrition		
Member (DRO)	Fizza Moloo Donor Relation Officer	Max WOHLGEMUTH Consultant	
Member (SC)	Riaz Lodhi Head Supply Chain	Mahamud Mabuyu Logistic Officer	
Member (RMO)	Hamid ABOUDOU Head of Fin/Admin/ICT	Dora SHAYO Sr Budget Budget and Programming Assistant	
Secretariat (Non-Voting)	Dora SHAYO Sr Budget Budget and Programming Assistant	Livingstone MPUMBI Finance Assistant	
GC: Gender Committee			
FUNCTION	Member name and Title	Alternate	Comment
Chair	Juliana MUIRUIRI Nutritionnist	Sofia ITAMAKI Programme Officer	All Alternate members are in pool and any alternate can replace any main member who is absent or unavailable
Member (Voting)	Carolyne Wasley Admin Associate	Semanga Ngosingosi CBT programme associate	
Member (Voting)	Ferdinand Rwehumbiza Head of SO Issaka	Saldi Johari Head of SO Kibondo	
Member (Voting)	Masasa Makwassa Programme Officer	Willam Dalushi Logistic Associate DODOMA	
Secretariat (Non-Voting)	Eunice MOSHA Business support Assistant	Jacqueline GASPERY Business support Assistant	

FOCAL POINT		
Vendor and Customers focal point		
FUNCTION	Member name and Title	Alternate
Vendor and Customers focal point	Benetson KAMBUGA Admin Assistant	Alice MARO Communication Assistant
TRAVEL		
FUNCTION	Member name and Title	Alternate
Admin/Fin/RMU/ICT	Lydia Seko Business support Assistant	Carolyne Wasley Admin Associate
LOGISTIC/ISAKA	Sarah Balru Business support Assistant	Jacqueline Gaspery Business support Assistant
PROGRAMME	Jacqueline Gaspery Business support Assistant	Eunice MOSHA Business support Assistant
SO KIBONDO	Business support Assistant	Saul Bupillipili Business support Assistant
SO KASULU/KIGOMA	Saul Bupillipili Business support Assistant	Business support Assistant
SO DODOMA	Neema Urassa Business support Assistant	Jacqueline Gaspery Business support Assistant
MANAGEMENT	Rose Mnzava Business support Associate	Lydia SEKO Business support Assistant

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FOCAL POINT PROTOCOL		
FUNCTION	Member name and Title	Alternate
FOCAL POINT	Fidel Mazobe	Carolyne Wasley
	Admin Assistant	Admin Associate
MPOs FOCAL POINT		
FUNCTION	Member name and Title	Alternate
Administration	Agnes Mbaruku Business support Assistant	Lydia SEKO Business support Assistant
ICT	Felister Massawe IT Assistant	Agnes MBARUKU Admin Assistant
Supply Chain	Sarah Bairu Business support Assistant	Benedictor Kamugisha Business support Assistant
Programme/PI	Jacqueline Gaspary Business support Assistant	Eunice MOSHA Business support Assistant
SO KIBONDO	Admin Fin Assistant	Saul Bupilipili Admin Finance assistant
SO KASULU	Saul Bupilipili Admin Fin Assistant	Admin Finance assistant
SO DODOMA	Neema Urassa Admin Fin Assistant	Jacqueline Gaspary/Eunice MOSHA Business support Assistant
Office Wardens (Security)		
FUNCTION	Member name and Title	Alternate
Ground Floor	Carolyne WASLEY Admin Associate	Daudi KABALIKA IT Assistant
1st Floor	Max WOHLGEMUTH Consultant	Alice MARO Communication Assistant
2nd floor	Semanga Ngosingosi CBT programme associate	Stewart MASSANINGA Programme Assistant
3rd floor	Willbroad KARUGABA Programme Assistant	Neema SHOSHO Programme Officer Nutrition
Logistic Wing	Betilda NGELEJA Sr Logistic Assistant	Sarah Bairu Business support Assistant
SO KASULU	Saul Bupilipili Business support Assistant	Erasmus Nkya Programme Assistant
Kibondo	John KITIYABA Driver	Jovan MTEI IT Assistant
SO DODOMA	Florian NGALI Programme Assistant	Neema URASSA Business support Assistant
SO KIGOMA	Ernest BUKOMBE Logistic Associate	
SO ISSAKA	Jamillah MRUMBI Storekeeper	

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