



World Food Programme

REF: SOP TAN/2018/0005/ADMIN

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

2/11/11



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 | |

[Handwritten signature and date 19/3/18]

| 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 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 | | | |
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| 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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