

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;
 - o Balance between local and international staff; and
 - o 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

- o 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;

ARY



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



ANNEX A: WFP TANZANIA. LIST OF COMMITTEES MEMBERS

	MRC: Management Review C	Committee	
FUNCTION	Member name and Title	Alternate	Comment
Chair	Wendy Bigham	Riaz Lodhi	
	Deputy Country Director Hamid Aboudou	Head of Supply Chain	All Alternate
Member (Voting)	Head of Fin/Adm/IT	Tiziana Zoccheddu Head of Program.	members are in pool and any
	Juvenal KISANGA	FIZZA MOLOO	alternate can
Member (Voting)	Programme Officer (Government Relations)	Donor Relation Officer	replace any main
O.			member who is
Observer Secretariat	Presdient of staff association Orestes SOTTA	Vice-President of staff association Rosemary TIRweshobwa	absent or unavailable
(Non-Voting)	HR Officer	HR Associate	- unuvariable
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FUNCTION	Member name and Title	Alternate	Comment
Chair	Fizza Moloo	Nang Shri Seng Lao	
	Donor Relation Officer	Logistic Officer	All Alternate
Member (Voting)	Felister Massawe	Derrick RUGANUZA IT Assistant	members are in
	Fidel Mazobe	Benetson KAMBUGA	pool and any alternate can
Member (Voting)	Admin Assistant	Business support assistant	replace any main
Member (Voting)		Asia Lashikoni	member who is
	To an MADINGA	HR assistant	absent or unavailable
Secretariat (Non-Voting)	Lucy MABUGA Procurement Assistant	Gwamaka NSEKELA Procurement Assistant	wiidydliable
(Non-Young)	Procurement Assistant PCC-Non Food: Purchase and Cont		
FUNCTION		ract committee	THE PERSON NAMED IN
	Member name and Title Tiziana Zoccheddu	Kaysa Halleen NYERERE	Comment
Chair	Head of Program.	Programme Officer	
Member (Voting)	John Msocha	Mohamud MABUYU	All Alternate members are in
Member (Voting)	ICT Officer	Logistic Officer	pool and any
Member (Voting)	Rosemary Max	Octavian Mushi	alternate can
	Finance officer	M&E Officer	replace any main member who is
Member (Voting)		Mdathiru ABUBAKAR Programme Assistant	absent or
Secretariat	Evelyn MKANDA	Lucy MABUGA	unavallable
(Non-Voting)	Procurement Officer	Procurement Assistant	
	FPC: Food Purchase Com	mittee	A STATE OF THE STA
FUNCTION	Member name and Title	Alternate	Comment
Chair	Juliana MUIRUIRI	Elyse Marie BATTISTELLA	
	Programme Officer Nutrition	Consultant VAM/M&E	All Alternate
		Orestes SOTTA	
Member (Voting)	Kaysa Halleen NYERERE		members are in
	Programme Officer Dora SHAYO	HR officer	pool and any
Member (Voting) Member (Voting)	Programme Officer Dora SHAYO		
Member (Voting)	Programme Officer	HR officer Livingstone MPUMBI	pool and any alternate can replace any main member who is
Member (Voting) Member (Voting)	Programme Officer Dora SHAYO Sr Budget and Programming Assist	HR officer Livingstone MPUMBI Finance assistant Tala LOUBIEH Innovation officer	pool and any alternate can replace any main member who is absent or
Member (Voting) Member (Voting) Secretariat	Programme Officer Dora SHAYO Sr Budget and Programming Assist Evelyn MKANDA	HR officer Livingstone MPUMBI Finance assistant Tala LOUBIEH Innovation officer Lucy MABUGA	pool and any alternate can replace any main member who is
Member (Voting) Member (Voting)	Programme Officer Dora SHAYO Sr Budget and Programming Assist Evelyn MKANDA Procurement Officer	HR officer Livingstone MPUMBI Finance assistant Tala LOUBIEH Innovation officer Lucy MABUGA Procurement Assistant	pool and any alternate can replace any main member who is absent or
Member (Voting) Member (Voting) Secretariat (Non-Voting)	Programme Officer Dora SHAYO Sr Budget and Programming Assist Evelyn MKANDA Procurement Officer FEC: Formal Evaluation Co.	HR officer Livingstone MPUMBI Finance assistant Tala LOUBIEH Innovation officer Lucy MABUGA Procurement Assistant	pool and any alternate can replace any main member who is absent or unavailable
Member (Voting) Member (Voting) Secretariat (Non-Voting) FUNCTION	Programme Officer Dora SHAYO Sr Budget and Programming Assist Evelyn MKANDA Procurement Officer FEC: Formal Evaluation Col	HR officer Livingstone MPUMBI Finance assistant Tala LOUBIEH Innovation officer Lucy MABUGA Procurement Assistant mmittee Alternate	pool and any alternate can replace any main member who is absent or
Member (Voting) Member (Voting) Secretariat (Non-Voting)	Programme Officer Dora SHAYO Sr Budget and Programming Assist Evelyn MKANDA Procurement Officer FEC: Formal Evaluation Companies and Title Guillermo ZUNIGA	HR officer Livingstone MPUMBI Finance assistant Tala LOUBIEH Innovation officer Lucy MABUGA Procurement Assistant mmittee Alternate Sofia ITAMAKI	pool and any alternate can replace any main member who is absent or unavailable Comment
Member (Voting) Member (Voting) Secretariat (Non-Voting) FUNCTION Chair	Programme Officer Dora SHAYO Sr Budget and Programming Assist Evelyn MKANDA Procurement Officer FEC: Formal Evaluation Con Member name and Title Guillermo ZUNIGA Logistic Officer Domina KAMRANBAGWE	HR officer Livingstone MPUMBI Finance assistant Tala LOUBIEH Innovation officer Lucy MABUGA Procurement Assistant mmittee Alternate	pool and any alternate can replace any main member who is absent or unavailable Comment All Alternate
Member (Voting) Member (Voting) Secretariat (Non-Voting) FUNCTION	Programme Officer Dora SHAYO Sr Budget and Programming Assist Evelyn MKANDA Procurement Officer FEC: Formal Evaluation Comments of Member name and Title Guillermo ZUNIGA Logistic Officer Domina KAMRANBAGWE Programme Officer	HR officer Livingstone MPUMBI Finance assistant Tala LOUBIEH Innovation officer Lucy MABUGA Procurement Assistant mmittee Alternate Sofia ITAMAKI Programme Officer Elimina TUNGE Sr Logistic Associate	pool and any alternate can replace any main member who is absent or unavailable Comment
Member (Voting) Member (Voting) Secretariat (Non-Voting) FUNCTION Chair	Programme Officer Dora SHAYO Sr Budget and Programming Assist Evelyn MKANDA Procurement Officer FEC: Formal Evaluation Comment of Suillermo ZUNIGA Logistic Officer Domina KAMRANBAGWE Programme Officer Michael OKIO	HR officer Livingstone MPUMBI Finance assistant Tala LOUBIEH Innovation officer Lucy MABUGA Procurement Assistant mmittee Alternate Sofia ITAMAKI Programme Officer Elimina TUNGE Sr Logistic Associate Octavian Machumu	pool and any alternate can replace any main member who is absent or unavailable Comment All Alternate members are in pool and any alternate can
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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 preferrably be composed as follow:

1 International Officer (head of 2 National Officers/Sr Assistant 1 Secretariat/ Ex-Officio (HR)			
NB: The head of the unit for wh	ich recruitment is made must be a member of the commit LAPC: Local Appointment and Prom		
FUNCTION	Member name and Title	Alternate	Comment
	Riaz Lodhi	Tizlana Zoccheddu	
Chair	Head of Supply Chain	head of Programme	All Alternate
Member (Voting)	Guillermo ZUNIGA	Juliana MUIRURI	members are
	Logistic Officer	Programme Officer-Nutrition	pool and any
Member (Voting)	Hamid ABOUDOU Head of Fin/Admin/IT	Juvenal Kisanga Programme officer-Government Relation	alternate can replace any mai
	Head of Fill/Admill/11	Rosemary MAX	member who
Member (Voting)		Finance Officer	absent or
Secretariat	Orestes SOTTA	Rosemary TIRWESHOBWA	unavailable
(Non-Voting)	HR Officer	HR Associate	
	LPSB: Local Property Surve	y Board	
FUNCTION	Member name and Title	Alternate	Comment
Chair	Riaz Lodhi	Juliana Muiruri	
	Head of Supply Chain	Programme Officer-Nutrition	All Alternate
Member (Voting)	Sofia ITAMAKI	Max WOHLGEMUTH	members are i
	Programme Officer	Consultant	pool and any alternate can
Member (Voting)	Rosemary MAX Finance Officer	Michael OKIO	replace any ma
	rmance Onicer	Finance Associate Neema SHOSHO	member who is
Member (Voting)		Programme Officer Nutrition	absent or
Secretariat	Benetson KAMBUGA	Carolyne WASLEY	unavailable
(Non-Voting)	Admin	Admin Associate	
	FIC: Food Inventory Com	nittee	
FUNCTION	Member name and Title	Alternate	
Members			
	The members of the team must come from Lo Administration, Finance, Monitoring & Evaluation,	gistics as well as from other units (Programme, VAM, HR etc.)	
Team Leader	Logistic Officers / Sr Logistic Assistant		
	CPC: Cooperating Partner Co		A CREATE
FUNCTION	Member name and Title	Alternate	Comment
Chair	Wendy Bigham Deputy Country Director	Riaz Lodhi	-
	Riaz Lodhi	Head of Supply Chain Mahamud Mabuyu	All Alternate
Member (Voting)	Head of Supply Chain	Logistic Officer	members are i
Member (Voting)	Hamid Aboudou	Rosemary Max	pool and any alternate can
member (voting)	head of Fin/Admin/IT	Finance officer	replace any ma
Member (Voting)	Tiziana Zoccheddu	Juliana MUIRUIRI	member who i
Trember (vesig)	head of Programme	Programme Officer Nutrition	absent or
	· ·		
Secretariat (Non-votina)	Domina Kambarangwe/Masasa MAKWASSA	Semanga NGOSINGOSI/Neema SOSHO	unavailable
Secretariat (Non-voting)	Programme Officer	Programme Associate / Programme Officer	unavallable
Secretariat (Non-voting)	Programme Officer	Programme Associate / Programme Officer	unavaliable
Secretariat (Non-voting) FUNCTION	<u> </u>	Programme Associate / Programme Officer	Comment
	Programme Officer CBTWG: Cash-Based Transfers W	Programme Associate/Programme Officer orking Group	
FUNCTION	Programme Officer CBTWG: Cash-Based Transfers W Member name and Title	Programme Associate/Programme Officer orking Group Alternate	
FUNCTION Chair	Programme Officer CBTWG: Cash-Based Transfers W Member name and Title Wendy Bigham	Programme Associate/Programme Officer orking Group Alternate Tiziana ZOCCHEDDU Head of programme Rosemary Max	
FUNCTION Chair	Programme Officer CBTWG: Cash-Based Transfers W Member name and Title Wendy Bigham Deputy Country Direct. Hamld Aboudou Head of Fin/Admin/IT	Programme Associate/Programme Officer orking Group Alternate Tiziana ZOCCHEDDU Head of programme Rosemary Max Finance Officer	
	Programme Officer CBTWG: Cash-Based Transfers W Member name and Title Wendy Bigham Deputy Country Direct. Hamid Aboudou Head of Fin/Admin/IT Riaz Lodhi	Programme Associate/Programme Officer orking Group Alternate Tiziana ZOCCHEDDU Head of programme Rosemary Max Finance Officer Muhamud MABUYU	Comment All Alternate members are is
FUNCTION Chair Member (Voting)	Programme Officer CBTWG: Cash-Based Transfers W Member name and Title Wendy Bigham Deputy Country Direct. Hamld Aboudou Head of Fin/Admin/IT Riaz Lodhi Head Supply Chain	Programme Associate/Programme Officer orking Group Alternate Tiziana ZOCCHEDDU Head of programme Rosemary Max Finance Officer Muhamud MABUYU Logistic Officer	Comment All Alternate members are in pool and any
FUNCTION Chair Member (Voting)	Programme Officer CBTWG: Cash-Based Transfers W Member name and Title Wendy Bigham Deputy Country Direct. Hamid Aboudou Head of Fin/Admin/IT Riaz Lodhi Head Supply Chain Tiziana ZOCCHEDDU	Programme Associate/Programme Officer orking Group Alternate Tiziana ZOCCHEDDU Head of programme Rosemary Max Finance Officer Muhamud MABUYU Logistic Officer Domina Kambarangwe	All Alternate members are i pool and any alternate can
FUNCTION Chair Member (Voting) Member (Voting) Member (Voting)	Programme Officer CBTWG: Cash-Based Transfers W Member name and Title Wendy Bigham Deputy Country Direct. Hamid Aboudou Head of Fin/Admin/IT Riaz Lodhi Head Supply Chain Tiziana ZOCCHEDDU Head of programme	Programme Associate/Programme Officer orking Group Alternate Tiziana ZOCCHEDDU Head of programme Rosemary Max Finance Officer Muhamud MABUYU Logistic Officer Domina Kambarangwe Programme Officer	All Alternate members are i pool and any alternate can replace any mai
FUNCTION Chair Member (Voting) Member (Voting) Member (Voting)	Programme Officer CBTWG: Cash-Based Transfers W Member name and Title Wendy Bigham Deputy Country Direct. Hamid Aboudou Head of Fin/Admin/IT Riaz Lodhi Head Supply Chain Tiziana ZOCCHEDDU Head of programme Elise Marie BATTISTELLA	Programme Associate/Programme Officer orking Group Alternate Tiziana ZOCCHEDDU Head of programme Rosemary Max Finance Officer Muhamud MABUYU Logistic Officer Domina Kambarangwe Programme Officer Mdathiru ABUBAKAR	All Alternate members are in pool and any alternate can replace any mai
FUNCTION Chair Member (Voting) Member (Voting) Member (Voting) Member (Voting)	Programme Officer CBTWG: Cash-Based Transfers W Member name and Title Wendy Bigham Deputy Country Direct. Hamld Aboudou Head of Fin/Admin/IT Riaz Lodhi Head Supply Chain Tiziana ZOCCHEDDU Head of programme Elise Marie BATTISTELLA Consultant VAM/M&E	Programme Associate/Programme Officer orking Group Alternate Tiziana ZOCCHEDDU Head of programme Rosemary Max Finance Officer Muhamud MABUYU Logistic Officer Domina Kambarangwe Programme Officer Mdathiru ABUBAKAR M&E Officer	All Alternate members are in pool and any alternate can replace any mai member who is
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SOCIETY THE SECOND	PC: Pipeline Comr	nittee	
FUNCTION	Member name and Title	Alternate	Comment
Chair	Wendy Bigham	Hamid ABOUDOU	
	Deputy Counry Direct.	Head of Fin/Admin/ICT	
Member (Voting)	Riaz Lodhi	Mahamud Mabuyu	All Alternate members are in pool and any
Archiber (Foung)	Head Supply Chain	Logistic Officer	
Member (Voting)	Tiziana Zoccheddu	Domina Kambarangwe	
(101119)	Head Programme	Programme officer	alternate can
Member (Voting)	Fizza Moloo	Max WOHLGEMUTH	replace any mai
Transport (Totalia)	Donor Relation Officer	Consultant	member who is
Member (Voting)	Hamid ABOUDOU		absent or
Premoci (Vocagy	Head of Fin/Admin/ICT		unavailable
Secretariat	Dora SHAYO		
(Non-Voting)	Sr Budget and Programming Assist		
	RMC: Resources Manageme	ent Committee	
FUNCTION	Member name and Title	Alternate	Comment
Chair	Michael DUNFORD	Wendy BIGHAM	
Chair	Country Director	Deputy Counry Direct.	
Member(DCD)	Wendy BIGHAM		1
Melliber (DCD)	Deputy Counry Direct.		1
Member(SO manager)	Tiziana Zoccheddu		All Alternate members are in pool and any
member (30 munayer)	Head Programme		
Member(SO manager)	Juliana Muiruri		
member (50 munuger)	Programme Officer-Nutrition		
Member (DRO)	Fizza Moloo	Max WOHLGEMUTH	alternate can replace any mais
Premoer (DRO)	Donor Relation Officer	Consultant	replace any main member who is absent or unavailable
Member (SC)	Riaz Lodhi	Mahamud Mabuyu	
Member (3C)	Head Supply Chain	Logistic Officer	
	Hamid ABOUDOU	Dora SHAYO	
Member (RMO)	Head of Fin/Admin/ICT	Sr Budget Budget and Programming Assistant	
Secretariat	Dora SHAYO	Livingstone MPUMBI	
(Non-Voting)	Sr Budget Budget and Programming Assistant	Finance Assistant	
(Non-Voung)	GC: Gender Comm		INCHES THE STATE OF THE STATE O
FUNCTION	Member name and Title	Alternate	Comment
Chair	Juliana MUIRUIRI	Sofia ITAMAKI	
Chair	Nutritionnist	Programme Officer	
Manufactural	Carolyne Wasley	Semanga Ngosingosi	All Alternate
Member (Voting)	Admin Associate	CBT programme associate	members are in
Mambay Glatina)	Ferdinand Rwehumbiza	Saidi Johari	pool and any alternate can
Member (Voting)	Head of SO Issaka	Head of SO Kibondo	replace any mair
	Masasa Makwassa	William Dalushi	member who is
Member (Voting)	Programme Officer		absent or
Secretariat	Eunice MOSHA	Logistic Associate DODOMA	unavailable
(Non-Voting)		Jacqueline GASPERY	
(Non-voung)	Business support Assistant	Business support Assistant	

FOCAL POINT		
DESCRIPTION OF THE PERSONS ASSESSED.	Vendor and Customers focal po	int
FUNCTION	Member name and Title	Alternate
Vendor and Customers focal point	Benetson KAMBUGA Admin Assistant	Alice MARO Communication Assistant
建设设计划 经公司公司经济	TRAVEL	发生的 是一个一个一个一个一个
FUNCTION	Member name and Title	Alternate
Admin/Fin/RMU/ICT	Lydia Seko Business support Assistant	Carolyne Wasley Admin Associate
LOGISTIC/ISAKA	Sarah Bairu 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 Bupilipili Business support Assistant
SO KASULU/KIGOMA	Saul Bupilipili 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	是一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个
FUNCTION	Member name and Title	Alternate
FOCAL POINT	Fidel Mazobe	Carolyne Wasley
	Admin Assistant	Admin Associate
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FUNCTION	Member name and Title	Alternate
Administration	Agnes Mbaruku	Lydia SEKO
	Business support Assistant	Business support Assistant
ICT	Felister Massawe	Agnes MBARUKU
	IT Assistant	Admin Assistant
Supply Chain	Sarah Bairu	Benedictor Kamugisha
	Business support Assistant	Business support Assistant
Programme/PI	Jacqueline Gaspery	Eunice MOSHA
	Business support Assistant	Business support Assistant
SO KIBONDO		Saul Bupilipili
30 KIBONDO	Admin Fin Assistant	Admin Finance assistant
SO KASULU	Saul Bupilipili	
30 KASULU	Admin Fin Assistant	Admin Finance assistant
SO DODOMA	Neema Urassa	Jacqueline Gaspery/Eunice MOSHA
30 DODOMA	Admin Fin Assistant	Business support Assistant
	Office Wardens (Security)	
FUNCTION	Member name and Title	Alternate
Ground Floor	Carolyne WASLEY	Daudi KABALIKA
	Admin Associate	IT Assistant
1st Floor	Max WOHLGEMUTH	Alice MARO
3621001	Consultant	Communication Assistant
2nd floor	Semanga Ngosingosi	Stewart MASSANINGA
	CBT programme associate	Programme Assistant
3rd floor	Willbroad KARUGABA	Neema SHOSHO
	Programme Assistant	Programme Officer Nutrition
Logistic Wing	Betilda NGELEJA	Sarah Bairu
	Sr Logistic Assistant	Business support Assistant
SO KASULU	Saul Bupilipili	Erasmos Nkya
SO KASULU	Business support Assistant	Programme Assistant
V:11-	John KITIYABA	Jovan MTEI
Vihanda		IT Assistant
Kibondo	Driver	
	Florian NGALI	Neema URASSA
	211101	Neema URASSA
SO DODOMA	Florian NGALI	
Kibondo SO DODOMA SO KIGOMA	Florian NGALI Programme Assistant Ernest BUKOMBE	Neema URASSA
SO DODOMA	Florian NGALI Programme Assistant	Neema URASSA

19/3/8