REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES)

REPUBLIC OF ANGOLA
MINISTRY OF ECONOMY

INSTITUTIONAL CAPACITY BUILDING FOR PRIVATE SECTOR DEVELOPMENT PROJECT

Financing Agreement Reference: African Development Bank
Project No.: 2000130012581

The Government of Angola has received financing from the African Development Bank (AfDB) toward the cost of the Institutional Capacity Building for Private Sector Development Project (ICBPSDP), and intends to apply part of the agreed amount for this loan to payments under the contract for a financial management specialist and a procurement specialist, to provide qualified technical assistance to the Project Management Team.

1. FINANCIAL MANAGEMENT SPECIALIST (consultant)

The services under this contract include: (i) maintain a proper system of accounting and ensure that all accounting records are maintained in line with approved accounting standards and in accordance with Government’s regulations and Bank’s requirements, (ii) produce monthly, quarterly and annual financial reports on project implementation and ensure their timely submission to all stakeholders, (iii) draw up annual project budgets and work plans together with the Project Management Team (PMT) and those for the sub-implementing agencies including tracking and reporting on the progress of the budget execution periodically, (iv) establishing/enhancing systems of internal controls and ensure strict adherence for all areas of project operation, (v) together with the PMT, develop, maintain, and update the project Financial Procedures Manual on a regular basis, (vi) verify the eligibility and accuracy of all payments, ensure compliance with AfDB requirements in the processing of funds for project activities (including advances and payments to service providers) as well as timely processing and payment to intended beneficiaries, (vii) ensure that all supporting documents accompanying withdrawal applications (for direct payments and reimbursements) to be submitted to the Bank as well as payments for project activities, goods, and services are properly kept, (viii) ensure that periodic/monthly Bank Reconciliation statements are prepared for all Bank Accounts, (ix) prepare and follow-up timely approval of disbursement request to AfDB. Inspect and oversee subproject disbursements, (x) liaise and provide training as a measure of capacity building to the Ministry of economy's staff in Financial Management and disbursement of Bank-financed projects, (xi) coordinate and provide adequate support and coaching to finance staff of the sub-implementing agencies regarding project accounting and proper use of funds under the project, (xii) ensure effective coordination of Project internal and external audits and liaise with the internal/external auditors and follow up any audit queries/management letters, (xiii) responsible for the safe custody of petty cash and documents and inspection of daily petty cash disbursement documents.

2  Procurement specialist

The services under this contract include: (i) update the annual procurement plan, (ii) ensure the timely procurement of goods and services as identified in the approved Procurement Plan and in accordance with AfDB requirements, (iii) coordinate the preparation of standard bidding documents, and supervise bidding/tendering processes for the procurement of goods and services following AfDB procurement Rules and Procedures in addition to GoA internal review processes if applicable, (iv) prepare procedures to monitor delivery of goods/services to verify quantity, quality and timeliness, (v) participate in project
management meetings and AfDB supervision missions, (vi) keep and maintain up-to-date procurement records, constantly review procurement arrangements in relation to the procurement plan.

The duration of the assignment for both positions is one (01) year and the estimated starting date of the assignment is August 15, 2015.

The Ministry of Economy invites eligible individual consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (educational background, job experience, description of similar assignments, experience in similar conditions etc.). The Individual Consultant should be fluent in Portuguese and English or French in all forms of communications.

The Expression of Interest shall be written either in Portuguese or in English/French. Total number of pages of the Expression of Interest must not exceed 10 pages. Interested consultants may obtain the Terms of Reference at the address below during the working hours: from 9:00 to 15:30 local time or by email:

**Lourenço José Filipe**  
Project Coordinator  
Ministry of Economy  
Rua Rainha Ginga n.º 31,  
Edifício Tour Elysée, 1.º e 2.º andar  
LUANDA  
Telephone: + 244 947 096 828  
E-mail: lourenco.filipe@minec.gv.ao

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s “Rules and Procedures for the Use of Consultants” May 2008 Edition Revised July 2012, which is available on the Bank’s website at http://www.afdb.org. Please note that interest expressed by a consultant does not imply any obligation on the part of the Ministry of Economy to include him/her in the shortlist.

Expressions of interest with consultant’s CV must be delivered to the address below by **15th of July at 15.30 hours (Angola time, GMT+1)** and mention **“Technical Assistance as financial management specialist of the ICBPSDP - Procurement reference No.: FFCO3/EA/AO/2015/02/01”** or **“Technical Assistance as procurement specialist of the ICBPSDP - Procurement reference No.: FFCO3/EA/AO/2015/02/01”**.

Interested consultants may obtain further information at the address below during office hours, from 09h 00 to 15h30 Angola time (GMT+1)

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