

REQUEST FOR EXPRESSIONS OF INTEREST

FOR INDIVIDUAL CONSULTANT

AFRICAN DEVELOPMENT BANK

Statistics Department (ECST)

Avenue Joseph Anoma

01 B.P. 1387, Abidjan 01

Côte d'Ivoire

Email: F.Deme@afdb.org; N.Lazlem@afdb.org;
R.MPOFU@AFDB.ORG

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: **Consultancy Services for Financial Management**
2. The services to be provided under the assignment include the provision of financial management and accounting expertise to the Statistics Department of the AfDB in support of ongoing Statistical Capacity Building (SCB) program activities. The Financial Management Consultant shall also assume responsibilities for planning and implementation of training workshops, process payments and consistently liaise with external partners who are recipients of SCB and Trust Fund Grants.
2. The **ECST.2** invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).
3. The eligibility criteria and the selection procedure shall be in conformity with the Bank's **Procurement Policy for Recruitment of Corporate Consultants**. Please, note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.
4. The estimated duration of services is **11 Months** and the estimated starting date is **1st May 2019** and will be based at the Bank's Headquarters in Abidjan.
5. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: **Between 8:00 and 17:00 hours** local time.
6. Expressions of interest must be received at the address below no later than **22nd March 2019 at 17:00 hours** local time and specifically mentioning: **Consultancy services for Financial Management**.

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Attention: Ms Fatema DEME (F.Deme@afdb.org) and Ms.Nejma LAZLEM (N.Lazlem@afdb.org) with copy to: Mr. Rees Mpofu (R.MPOFU@AFDB.ORG)

EVALUATION CRITERIA

7. The following criteria with the corresponding weights shall be considered in the selection of the candidate

CRITERIA	WEIGHT
General qualifications and adequacy for the proposed Assignment	30
Similar experience in the area of expertise of the Assignment as described in the Terms of Reference	50
Experience with the Bank or other international donors	10
Language proficiency	10

**Terms of Reference for a Long-term Financial Management Consultant
Statistical Capacity Building Program
May 2019 – March 2020**

1. Background

The African Development Bank (AfDB) through the Statistics Department (ECST) manages the Statistical Capacity Building Program (SCB) as a vehicle for extending technical and financial assistance to the Regional Member Countries (RMCs) in the development of Statistics in the continent. Through the SCB activities, AfDB has attained high recognition among partners, RMCs as a leading institution and partner of choice for statistical development in Africa. Three phases of the SCB ran from 2004-2013 with the current being the fourth phase. Over the implementation phase extended to all 54 RMCs, the availability and quality of data across various domains of Statistics has tremendously improved across the continent. In addition to the SCB-4 Grant the Statistics Department is also implementing the KOAFEC (Korea Africa Economic Cooperation (Korea Trust Fund). The SCB-4 Grant will close on 31st December and there is need to ensure strong support to the financial management systems for better planning and reporting of remaining activities. The Statistics department will therefore require the services of a financial management consultant.

2. Objectives

To provide financial management support for SCB-4 and KOAFEC activities at the Department and RMCs.

3. Activities

The Financial Management Consultant will work under the direct supervision of the Manager, Statistical Capacity Building Division and shall provide financial management and accounting expertise in support of ongoing SCB activities. The Financial Management Consultant shall also assume responsibilities for planning and implementation of training workshops, process payments and consistently liaise with external partners who are recipients of Trust Fund.

Specifically, the Finance Management Consultant is expected to undertake the following specific activities,

a) Finance

- Track the expenditures using the Trust Fund Management System (TFMS) of the Bank.
- Ensure the expenditures are charged to the correct internal orders of the budget.

- Prepare payments related to the expenditures as directed by the Manager, Statistical Capacity Building Division.
- Make follow-ups on the submission of financial and audit reports from Grant Recipients i.e. Sub Regional Organizations (SROs) and Statistical Training Centers (STCs).
- Review justifications submitted by Grant Recipients and advise on appropriate adjustments providing clarification in line with the requirements prior to submission to the Financial Control Department.
- Analyze the financial data and produce weekly reports on the financial status/situation for management.
- Receive the approval of the Director or Division Manager before disbursement, initiate and monitor disbursement process (transfer of funds).
 - Corroborate the budget for workshops, recruitment of short-term staff consultants and bring to the Manager any matter on excess of budget as quickly as observed.
 - Represent the Manager in meetings with other departments of the Bank on financial issues related to Trust Funds/ Act as a focal person between the Department and relevant Bank Departments in the management of Trust Funds.

b) Other Tasks

- The Director or the Division Manager may also call on the consultant to assist on other assignments/tasks as may be required.

4. Qualifications

- The incumbent should have expertise in financial organization and management, with special focus on project related statistics.
- A Master degree in finance or accounting;
- A minimum of 6 years relevant experience with particular expertise with management of Trust Funds.
- Knowledge of International Financial Reporting Standards, International Public Sector Accounting Standards and International Standards on Auditing
- Competence in the use of Bank standard software, and ability to help organize data and information retrieval systems; knowledge of SAP is desirable.

- Excellent knowledge of the AfDB and other Multilateral Development Banks' financial reporting systems.
- Strong inter-personal skills and commitment to work in a team-oriented and multicultural environment;
- Excellent ability to make presentations and participate in meetings of a financial nature;
- Ability to write reports and complete tasks on a timely basis; and
- Excellent working knowledge of English or French with a good knowledge of the other one.

5. Duration of the Assignment

- The services of the incumbent will be retained for a period of 11 months beginning May 2019 and ending March 2020.

6. Reporting

The consultant will be required to prepare and submit weekly, and monthly reports outlining activities undertaken during the assignment and a comprehensive consultancy Report at the end of the

Please attach an updated Curriculum Vita on the basis of the template below:

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. ° employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organization Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilize one half-page maximum.

Education (University Level and above only):

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

Professional Training:

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

Employment Record:

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: _____

Signature: