AFRICAN DEVELOPMENT BANK GROUP

AFRICA FERTILIZER FINANCING MECHANISM (AFFM)

REQUEST FOR EXPRESSIONS OF INTEREST
INDIVIDUAL CONSULTANT ADMINISTRATION AND FINANCE OFFICER

1. The African Development Bank (AfDB) hereby invites Individual Consultants to indicate their interest for the assignment as Administration and Finance Officer for the Africa Fertilizer Financing Mechanism (AFFM).

2. Interested candidates 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.). They will also provide additional information such as nationality, country of residence and contact.

3. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s Procurement Policy for Recruitment of Individual 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 expected duration of this assignment is 12 months with possibility for extension based on good performances and needs assessment.

5. Expressions of interest must be delivered by e-mail to the address below not later than September 30, 2020 at 05:00 pm GMT, specifically mentioning “Expression of Interest for the Consultancy for Administration and Finance Officer - AFFM”. Any submissions received after this time will not be considered. Interested individual consultants may obtain further information at the address provided below during the Bank’s working hours: 8h00am to 05h00pm GMT.

To the attention of the AFFM Coordinator
African Development Bank - Africa Fertilizer Financing Mechanism
P.O Box: 1387 - Abidjan, Côte d’Ivoire
Tel: +225 20 26 54 05
E-mail: affm@afdb.org

6. A shortlist of three to six individual consultants will be established based on the following criteria on the basis of their updated resume.

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<td>A</td>
<td>General qualifications and adequacy to the assignment</td>
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<td>B</td>
<td>Years of relevant experience to the specific assignment described in the TOR</td>
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<td>C</td>
<td>Experience in project or portfolio management and/or special / trust fund operations with public or private development organization</td>
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<td>Language capacity</td>
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<td>E</td>
<td>Experience in working in Africa</td>
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TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANT - ADMINISTRATION AND FINANCE OFFICER

1. Introduction

The Africa Fertilizer Financing Mechanism (AFFM) was conceived during the 2006 African Green Revolution Summit in Abuja. In what became known as the Abuja Declaration, African Union Member States committed to an initiative to improve agricultural productivity by providing financing required to debottleneck the use of fertilizers. The Summit charged the African Development Bank (AfDB) with the responsibility of establishing and managing the AFFM.

African Union Member States were also engaged to financially contribute to make AFFM operational and were enjoined to work together in achieving the goal of boosting fertilizer use in Africa. This commitment is soundly based on the undeniable fact that Africa’s poor agricultural output, threatens the continent’s economic growth, food security and environmental health. The threat cannot be reversed unless efficient and sustainable fertilizer use is significantly elevated.

The overall objective of the AFFM is to assist African countries to increase agricultural productivity within the context of the Africa Food Security Vision and the Sustainable Development Goals (SDGs). One of AFFM’s primary functions is the creation of an enabling environment for the mobilization of investments needed to achieve the target of 50 kilograms of nutrients of fertilizer per hectare of land, as mandated by the Abuja Declaration.

The AFFM is located in the Department of Agriculture and Agroindustry (AHAI) of AFDB that has the responsibility of the 2nd priority of Bank’s TYS High 5s, which is called “Feed Africa”. By expanding access to fertilizer for farmers, the Africa Fertilizer Financing Mechanism (AFFM) plays an important role in helping the Bank’s Feed Africa Initiative to attain its goal of increasing food production and productivity.

AFFM became functional in 2018 and is currently running projects in different countries, of which some recently commenced execution and other pipeline projects are being processed for approval.

Objectives

The African Development Bank (AfDB) wishes to recruit a highly motivated and dynamic consultant on behalf of the AFFM. In light of AFFM’s wide scope of strategic objectives, the Administration and Finance Consultant will support the growing portfolio, project management and administration activities within the AFFM secretariat.

2. Duties and Responsibilities

The consultant will work in a small team and continue provide administrative and financial support to the AFFM Secretariat team in the implementation of the AFFM activities as approved by the relevant authorities. The specific responsibilities include, but not limited to:

a. Financial management
- Prepare annual and medium-term budgets for related work programs, drawing on contributions from Secretariat staff, and according to the available budget;
- Design financial monitoring tools, and oversee all AFFM financial expenditure in accordance with agreed budget, work plan and in accordance with AFFM and Bank procedures;
- Capture the AFFM financial flows in and out of the fund, reconcile and analyse the financial statements and accounts of the AFFM and liaise with the Financial Control Department of the Bank in preparing the AFFM financial statements;
- Take a proactive role to ensure ‘Quality at Entry work’ in assessing the adequacy of the AFFM’s project financial management systems and their ability to manage and monitor AFFM financed projects. This includes budgeting, policies and procedures, internal controls, accounting, financial reporting and auditing;
- Ensure that all AFFM & Bank information management systems (IMS) are regularly updated to reflect the true financial status of the AFFM and its projects, and regularly prepare reports for the AFFM Coordinator;
- Assess the selection and engagement of auditors, ensuring their suitability including their independence, and competence to perform; and ensure that auditors have access to all the relevant information (including Terms of Reference and the AFFM/Bank's own requirements) necessary to carry out their engagement.

b. Projects management

- Provide assistance in the activities of projects cycle (identification, preparation and appraisal), liaise with the appropriate staff and departments in acquiring necessary opinion and clearances, and coordinate the preparation of project Agreements, in collaboration with the AFFM secretariat staff, and the Bank’s legal department for the approved projects;
- Coordinate disbursement in accordance with project Agreements, and as per recommendations from AFFM project’s task managers;
- Oversee the review and provision of comments on procurements and financial management aspects of assigned projects and programs as documented in assessment reports and other relevant documents to ensure consistency and enhance the quality of projects/program from the financial management perspective;
- Carry out supervision work to ensure that projects financial management systems are functioning appropriately, including the periodic review of project financial management reports to ascertain financial performance;
- Assess the financial reporting and management of projects and advise on any improvements to be applied.

c. Administration

- Contribute to all aspects of the AFFM policy/strategy/procedures development, review and implementation;
- Support AFFM secretariat staff in the procurement processes, prepare and review of Terms of References (TORs), draft contracts, and insure proper management of service provider’s contracts;
- Prepare the recruitment documents and follow-up the recruitment process, provide support on staffing issues in consultation with concerned Departments (CHHR, SNFI);
- Lead the organization of the AFFM workshops, trainings, meetings, Governing Council meetings, and other any other event;
- Ensure the proper management of the AFFM documents, address the internal requests (President, Vice-presidents, Directors), and the reporting process to the various governance structures (Complexes, Governing Council, Board of Directors);
- Ensure quality control, through reviews and contributions, over the AFFM publications, letters and any other documentation;
- Contribute to the AFFM reporting as fulfilment of part of the mechanism’s conditions;
- Support all aspects of resource mobilization of the AFFM including contribution to the development of proposals and related reports;
- Perform any other tasks related to the advancement of the objectives of the AFFM, as requested by the AFFM Coordinator.

3. Expected Deliverables

1. Support the implementation of the AFFM programs;
2. Support monthly and periodic financial and administrative reporting for the secretariat and AFFM supported projects;
3. Inputs to all AFFM work programs, reports and other documents for the AFFM Management review/approval;
4. Monthly individual activity reports.

4. Required skills, qualifications and Experience

1. Hold at least a Master's degree or its equivalent in Business Administration, Finance or related discipline. A professional accounting certification/qualification (CPA, CA, ACCA or equivalent) would be a plus;
2. Have a minimum of six (6) years of relevant professional experience in areas relevant to the assignment;
3. Experience in project or portfolio management and/or special / trust fund operations at the Bank or any other public or private development organization, would be a strong advantage;
4. An understanding of the project cycle management and demonstrated experience in providing guidance and advice on the application of project cycle management systems within the context of results-based management approaches;
5. Proven ability to conceptualize, design and implement financial management systems suitable for a Fund that operates in conformity with stated Instruments and in accordance with the Bank’s policies and guidelines;
7. Analytical capabilities and skills to deal with financial management issues, especially in advising applicants and recipients on the design and implementation of acceptable financial management systems;
8. Excellent organizational skills; Ability to prioritize own work program and ability to deliver assignments in a timely and efficient manner;
9. Very good interpersonal skills; Ability to establish and maintain effective working relations in a multicultural environment;
10. Excellent written and verbal communication in English or French with a working knowledge of the other language;
11. Competence in the use of Bank standard software, and ability to help organize data and information retrieval systems; knowledge of SAP is desirable.

5. **Duration of the assignment and Location**

The consultancy is scheduled for a period of **12 months**, expected to start December 1st, 2020; with the possibility of further renewal, based on satisfactory performance, relevant rules and budget availability.

The duty station for this assignment is AfDB Headquarters in Abidjan, Cote d’Ivoire; it may however be remotely based as long as COVID 19-related travel restrictions and Bank staff work from home apply. The successful candidate will have to secure reliable technology and network connection to smoothly implement her/his duties virtually.

6. **Remuneration and other provisions**

The Consultant will receive a monthly lumps sum. No additional benefits or allowances will be paid. She/he will be responsible for own health insurance and accommodation costs. The Bank will cover full costs of any required missions and provide per diems in accordance with rules governing consultant mission travel.

The Bank will provide the Consultant with the documentation necessary to the fulfilment of her/his duties. It will also avail a workspace when office-based work becomes possible.