

**REQUEST FOR EXPRESSION OF INTEREST
(REOI)
(CONSULTING SERVICES– INDIVIDUAL CONSULTANT)**

**PROJECT NAME: AFRICAN UNION COMMISSION FOR BUILDING INSTITUTIONS
AND SYSTEMS TO HARNESS AND REALIZE AGENDA (BIASHARA) 2063**

PROJECT ID P- 180117

ASSIGNMENT TITLE: FINANCIAL MANAGEMENT CONSULTANT

STEP REFERENCE NO. ET-AUC-392401-CS-INDV

The African Union Commission has received financing from the World Bank toward the cost of Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 ", and intends to apply part of the proceeds for consulting services.

This EOI is prepared to engage an Individual Consultant for a consultancy Services of a Financial Management Consultant under Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063.

A. BACKGROUND

The Africa Union has received financing from the World Bank toward the cost of the Support for Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063". The project objective is to improve the effectiveness of the AfCFTA Secretariat in supporting Member States to negotiate and implement selected commitments and to enhance regional integration and intracontinental trade in Africa.

Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 project is the second in an ongoing engagement to support the African Union (AU) by investing in building the capacity of the AU Commission (AUC) and the African Continental Free Trade Area (AfCFTA) Secretariat to facilitate continental integration. This project deepens the foundational investment made under the Support for Capacity Development of the AUC and other African Union Organs project (P126848) approved on May 4, 2014 (and Additional Financing approved on July 31, 2018), which provided technical and financial support to critical AU organs to enhance cross-cutting management functions such as Financial Management (FM), Procurement, and Information and Communications Technology (ICT). The first project also financed initial analytical and advocacy work, which informed the implementation of three key AU priorities namely, the AfCFTA Treaty; the Single African Air Transport Market (SAATM) Treaty; and the Free Movement of Persons (FMP) Protocol.

The SAATM, FMP, and AfCFTA are among the thirteen flagship projects prioritized for implementation under Agenda 2063: The Africa We Want, AU's 50-year strategic plan for the continent's economic and social transformation. The AU established SAATM and the FMP in 2018. The AfCFTA Treaty entered into force on May 30, 2019, and initiated trading under its provisions from January 1, 2021. The AUC is the AU's implementation body and is responsible for overall institutional coordination of Member States and the Regional Economic Communities (RECs) to implement Agenda 2063, including the flagship projects. The AUC has several key responsibilities, including resource mobilization to support implementation, coordination with the United Nations system to ensure alignment with the Sustainable Development Goals (SDG), and monitoring and evaluating progress towards implementation organized in ten-year periods, with the first covering 2013-2023. The AUC has published a First and Second Continental Report on

Implementation of Agenda 2063 and initiated the preparation of the Second Ten Year Implementation Plan (2023-2033). Several World Bank reports further confirm the importance of these flagship agendas.

B. Objective of the Assignment

The objective of the assignment is realization of efficient implementation of the financial management policies under the World Bank project (systems, processes, procedures and practices) by applying the principles of planning, organizing, leading and controlling activities through the implementation of relevant best practices aimed at achieving the African Continental Free Trade Area (AfCFTA) Secretariat strategic objectives.

C. Scope of the Assignment

Within delegated authority, the Financial Management Consultant will be responsible for the following duties:

1. Ensuring the availability of resources (inputs) including:

- Grant Agreements, Financial Rules and Regulations, Financial Management Manual and relevant project documents;

2. Recording and reporting functions including

- Maintain an up-to-date and reliable financial management system
- Verify accuracy of data posted in the system frequently
- Compile Annual Work Program and budget documents;
- Compile monthly, quarterly, semi-annual and annual budgets and cash flows;
- Pass budget information, containing budget/account codes with corresponding amounts and break down for each month, at the start of the fiscal period to the implementation of the budget;
- Monitor budget performance;
- Monitor the performance of fund flow mechanisms of the Project and ensure that the required funds are received from AUC;
- Maintain opening balances of the project accounts in the new fiscal year;
- Ensure compliance of budgetary and internal control procedures;
- Preparation of quarterly financial reports and year end financial statements accurately and timely for submission to the AUC Directorate of Finance/External Resources Management division.
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- Ensure that payments are made as per the budget allocated for each project and expenditure category;
- Prepare explanations for major budget variances;
- Prepare monthly, quarterly, semi-annual and annual reports including budget and actual comparison reports; and
- Prepare the required financial statements and supporting schedules and make available documents and financial information to internal and external auditors.
- Properly file all financial documents for easy access.

3. Fund flows: Ensure adequate fund flows from the donor to the Projects

- Understand and implement World Bank disbursement procedures for the Project;
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- Review project specific bank accounts and ensure that Bank reconciliations are done on time for all accounts;

- Review World Bank disbursement database “client connection” for the project’s disbursement activities;
 - Ensure the preparation of acceptable IFRs for disbursement purposes and address queries and questions that may be raised in these reports;
- 4. Conducting monthly routines including:**
- Ensuring monthly bank statements are received and reconciliations are prepared immediately;
 - Reconciling of advances and prepayments;
 - Preparing monthly reports;
 - Making sure that all fixed assets acquired by the project funds are kept safe and are provided with identification number and recorded in a fixed asset register.
- 5. Planning and budgeting including:**
- Ensuring that every payment is supported by budget and that there is no overspending;
 - Producing monthly budget utilization report;
 - analyzing commitments payable and receivables at the end of the fiscal year; and
 - Outstanding audit issues (as per audit findings) and recommendations are well taken and the appropriate corrective actions are taken on time.
- 6. Facilitation and dissemination of financial management information including:**
- Facilitating the completion of annual audit of the project at AfCFTA
 - Assisting the various teams seeking information including Internal and External Auditors, Bank’s implementation support missions.
- 7. Networking (Having a strong working relationship) including:**
- Following-up on fund arrival and availability, collecting advice and bank statements;
 - Working with other finance and program officers of the organization as a team.
 - Reading and keeping full understanding of AUC applicable rules and regulations, WB Project Implementation Manual and Financial Management Manual.
 - Closely working with AUC’s Directorate of Finance and the External Resources Management division.

D. Duration of the Assignment

The assignment shall be for a period of 12 months from the date of contract signature, with possibility of extension as permitted by Project Closing Date, resource availability, satisfactory performance, and approval of the appointing authority.

E. Work plan

The Finance Officer will prepare monthly and annual work plan in compliance with the division and departmental plan.

F. Required Qualification and work experience.

The consultant should have a minimum of:

- First Degree in Accounting, Business Administration and other relevant fields from recognized university.
- A professional qualification such as ACCA, CPA, CA, CIMA, CIA, etc., and/or a master's degree in accounting and finance or related fields will be an added advantage
- A minimum of seven years of progressively responsible experience in managing donor funded projects and financial management or related field is desirable. Experience working with international organizations and WB funded projects is an asset.
- Experience with complex computerized financial systems and with finance modules of enterprise planning software (ERP) such as sun system, SAP as well as Microsoft office application is desirable. Experience with application of International Public Sector Accounting Standards (IPSAS) is advantageous.

Other Relevant Skills

- Computer literacy: Management experience: excellent interpersonal skills and ability to organize and motivate others and to work in multi-cultural environment: excellent drafting and reporting skill: good communication and negotiation skill: good planning and organizational skill.
- Proficiency in one of the African union working languages. Knowledge of one or several other working languages would be added advantage.

G. Consultancy Fee

Remuneration will be payable on a monthly basis. It is negotiable but based on qualifications, experience, and the applicable AU rates for the level of the consultancy. Fees payable do not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations and workshops. The AfCFTA Secretariat will meet these costs.

H. DUTY STATION

The consultant will be based in Accra, Ghana, at the AfCFTA Secretariat

I. Governance and Support

The Consultant will work under the guidance and supervision of the Project Coordinator. The consultant will work with Project Implementation Team and the Directorate of Finance.

J. Services /Facilities To Be Provided By The Client

The AfCFTA Secretariat shall make the following available

- Office accommodation;
- Computer, Photocopying, stationery;
- Facilitation of Visa; and
- Internet Access.

K. Evaluation and Qualification Criteria

- General experience - 10 Points
- Specific Experience relevant to the assignment – 50 Points
- Qualifications – 30 Points
- Language – 10 Points

L. Level of effort and Timetable

It is expected that the assignment will start in end of February 2024.

The African Union Commission now invites eligible Individual Consultants (“Consultants”) to submit their CVs in providing the Services and required documents as per the evaluation and qualification criteria. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

A Consultant will be selected in accordance with the “[Procurement](#) Regulations for IPF Borrowers” “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), which can be found at the following website: www.worldbank.org

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours, Addis Ababa Time.

CVs must be delivered in a written form following **the above criteria** to the emails below before 15:00 Hours Local Time on 8th February 2023.

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