

**CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT****DESIGNATION: ASSISTANT ACCOUNTANT(S)****APP Ref: AUC/PAPS/PSF/CS/001****TERMS OF REFERENCE****1. Background**

- 1.1 The African Union (AU) was established as a unique Pan African continental body, charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia. The African Union Commission (AUC) is the secretariat of the AU and is the key organ playing a central role in the day-to-day management of the AU.
- 1.2 Due to the increase in on financial and accounting transactions in the last quarter of the year. AUC is looking for Assistant Accountants to deal with the review of financial returns and perform the overall year end accounts closing tasks.

2. Purpose and scope of assignment

The following are the main purposes of the assignment.

- Review, analyze and report financial and accounting returns of AULOs.
- Reconciliation of different GL accounts.
- Review, correct and enhance proper archive of financial returns of AULOs.
- Perform and support the finance directorate on the overall year end accounts closing exercises.

3. Major duties and responsibilities:

Under the supervision of AULOs coordination unit in Finance Directorate, consultant shall carry out the following tasks to manage imprest and travel claims. Classify and categorization of financial documents based on the nature of transactions.

- Review AULOs financial returns and communicate each finance officer in the liaison office for corrective actions.
- Reconciliation of Inter office and other GLs and take actions on reconciling items.

- Review trail balances of AULOs and identify abnormal items and advise the AULO finance officer to correct.
- Review and analyze bank reconciliations of AULOs.
- Reconcile and clean up payables and receivables accounts in SAP
- Investigating and resolving irregularities and discrepancies in the AULOs accounts.
- Make ready reports and financial documents for internal and external audit exercises.
- Perform any other financial duties as may be assigned by supervisors.

4. Gender Mainstreaming:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

5. Duration of the Assignment

The exercise will be undertaken within the period of six (6) months

6. Consultancy Fee

The contract will be a Time-based contract and AUC shall pay the Consultant a fee of up to USD 2,000 per month. Total amount not exceeding US \$12,000 for the six (06) months assignment. This amount includes all of the Consultant's fees and profits as well as any tax obligation that may be imposed on the Consultants.

7. Duty Station

The consultant will undertake the work on site at AUC Headquarter, Addis Ababa

8. Contract Management and Reporting

Under the supervision of AULOs coordination unit in PSF Finance, the Consultant will report on his/ her activities to the Director of Finance.

9. Language

Proficiency in at least one of the African Union working languages (Arabic, English, French, Portuguese); knowledge of other AU working languages will be an added advantage.

10. Qualification and Experience

The consultant is expected to fit the following profile:

- A University Bachelor Degree in Accounting, Finance or Business Management
- Candidates must have at least 5 years of work experience in accounts or finance
- Candidates must have work experience with SAP
- Previous experience of working with the AU will be an added advantage
- Experience in applying International Public Sector Accounting Standards (IPSAS).
- Advanced skills in using Excel spreadsheets.

11. EVALUATION AND QUALIFICATION CRITERIA

For evaluation of the submission the following criteria will be applied:

S/N	Award Criteria	Allocated Point
1.	General Education, Qualification and Relevant Training	40
2.	Relevant experience related to the assignment	40
3.	Understanding of the TOR and task.	10
4.	Fluency in English or in one of the AU recognized languages	10
Total		100

12. Invitation

The African Union Commission now invites eligible Individual Consultants to submit their proposals to undertake the assignment. Interested candidates must provide information demonstrating that he/she has the required qualifications and relevant experience to undertake the assignment.

Documents required:

- Cover letter - Understanding of the assignment / TOR
- A detailed Curriculum Vitae of the Consultant
- Certified copies of Educational and Professional Qualification/Certifications
- Relevant experience in similar assignments (clearly state the duties and the achievements in different sections under each position occupied)
- Three References (two of which must be work based from your most recent assignments) with Phone number and email addresses
- Quotation for the service

Further clarifications can be obtained at: tender@africa-union.org with Cc: IsaacS@africa-union.org during office hours 8:00-17:00 hours Local Time. Always quote the APP Reference.

Proposals should be submitted by email to the address below, no later than **3.00pm** Addis Ababa time on **23rd April 2024**. Proposals received after the deadline will be rejected.

Address:

The Head, Procurement, Travel & Stores Unit

African Union Commission, Addis Ababa, Ethiopia

Building C, 3rd Floor; Tel +251115517700;

Email; tender@africa-union.org

Cc: IsaacS@africa-union.org