

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF INDIVIDUAL CONSULTANTS/EXPERTS

**REFERENCE: SADC DRR CAPACITY ENHANCEMENT
(SDCEP) PROJECT.**

FEBRUARY 2019

1. **The SADC Secretariat** is inviting interested and qualified Individual Consultants/Experts to submit their Expression of Interest and CVs for the positions highlighted in Annex 1.

The Terms of Reference defining the minimum technical requirements for each of the positions are detailed in Annex 1 to this Request for Expression of Interest.

2. Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria:
- a) they are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC member states;
 - b) they have not been convicted of offences concerning their professional conduct by a judgement which has the force of res judicata; (i.e. against which no appeal is possible);
 - c) they have not been declared guilty of grave professional misconduct proven by any means which SADC Secretariat can justify;
 - d) they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;
 - e) they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SADC Secretariat' financial interests;
or
 - f) they are not being currently subject to an administrative penalty.

3. Your Application should clearly indicate the position being applied for in English language and accompanied by copies of academic and professional supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

4. Electronic submissions are acceptable and should be made to the following email address drrexperts@sadc.int. Application in hard copies clearly marked the position being applied for should be submitted to the following address and be deposited in the Tender Box situated at the reception by Monday, 11th March 2019 at 15:00 hours.

The Chairperson
SADC Internal Tender Committee
P/Bag 0095
Gaborone
Botswana

5. Applications and CVs will be evaluated against the following criteria.

Criteria	Maximum points allocated
Education and Training	35
Specific Skills	45
General Skills	20
Total	100

6. The award will be made to the applicant who obtained the highest technical score. Expressions of Interest/Applications not obtaining a minimum score of 70% will be rejected.

7. Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 4 above.

8. Additional requests for information and clarifications can be made until 7 days prior to deadline indicated in the paragraph 4 above, from:

The Procuring entity: SADC Secretariat
Contact person: Gift Mike Gwaza
Telephone: 3951863
Fax:3972848
E-mail:

Copy: Mr Purpose Chifani at pchifani@sadc.int

The answer on the questions received will be sent to the Consultant and all questions received as well as the answer(s) to them will be posted on the SADC Secretariat's website at the latest 3 days before the deadline for submission of the applications.

ANNEX 1:

TERMS OF REFERENCE FOR EXPERTS

A) TERMS OF REFERENCE FOR PROCUREMENT EXPERT (CONSULTANT POSITION)

Strengthening Disaster Risk Reduction Coordination, Planning and Policy Advisory Capacity of the Southern African Development Community

1. Project Background

The Disaster Risk Management agenda within the SADC Secretariat is addressed through a Disaster Risk Reduction Unit under the office of the Executive Secretary with functional reporting to the Deputy Executive Secretary – Regional Integration (DES-RI). The DRR Unit was set up in line with the needs of SADC Member States for proactive disaster risk management at sub-regional level. The project Strengthening Disaster Risk Reduction Coordination, Planning and Policy Advisory Capacity of the Southern African Development Community as referred to in the World Bank or SADC DRR Capacity Enhancement Project (SDCEP) (SADC Project reference) is critical to facilitating the delivery of the DRR Unit mandate. The ACP-EU Natural Disaster Risk Reduction (NDRR) Program was launched in 2011 as an initiative of the ACP Group of States, funded by the European Union (EU) under 10th European Development Fund. The programme has 5 result areas, the SDCEP falls under Result 2 which focus on DRR Capacity Building of Regional Economic Communities coordinated by the World Bank/ Global Facility for Disaster Risk Reduction (WB/GFDRR). The specific objective of Result 2 is to strengthen and accelerate the effective implementation of an African comprehensive disaster risk reduction and risk management framework at regional level.

The project external context is informed by the global DRR framework the Sendai Framework for Disaster Risk Reduction (SFDRR) which is the successor agreement to the HFA (2005–2015), which had been the most encompassing international accord to date on disaster risk reduction. Further it is guided by the Africa Programme of Action for the Sendai Framework. The internal context is informed by the increasing levels of the SADC regional disaster context and trends and the institutional strategic provisions that support DRR. The Overall Goal of the project is to contribute to the substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries in the SADC region. The main envisaged outcome is enhanced Regional Disaster Risk Management in the SADC region. The project has 4 components as follows: Enhancing regional institutional coordination mechanisms for disaster preparedness and response; Operationalize national and regional disaster risk reduction information and knowledge management systems; Enhancing mainstream disaster risk reduction in development plan and strategies and Strengthening the implementation and coordination capacity of the SADC Regional Disaster Risk Reduction Programme.

The total budget for the project is US\$ 2.5 million executed directly by SADC Secretariat as a grant recipient. The project is expected to run until December 2019. The project will be coordinated by the DRR Unit reporting to the DES-RI and ultimately to the SADC

Executive Secretary. Implementation will involve the Disaster Management Agencies (DMAs) of the 16 SADC Member States and various SADC Secretariat directorates and units. As part of implementation of SDCEP SADC Secretariat will require services of a Procurement Expert under the Project Management Unit (PMU). These Terms of Reference (ToRs) describe the responsibilities for the Procurement Expert position.

2. Main Purpose

The Project Procurement Expert shall be responsible for the coordination of all procurements under the Project. He/she shall advise and assist the Project Manager in coordinating all procurement issues in connection with the implementation of the SADC DRR Capacity Enhancement Project within the SADC DRR Unit.

3. Scope of Services

The scope of services of the Procurement Expert will include, but not limited to the following:

- Make sure that the procurement requests receive necessary approvals from the World Bank under the thresholds and deadlines agreed in the Project Grant Agreement and the project procurement plan;
- Ensure adequate preparation for all Procurement committee meetings related to project procurement stages (opening of bids, evaluations and assignments);
- Ensure the confidentiality of all procurement reports and documentation from inception through evaluating bids up to the award of contracts;
- Make sure that the unsuccessful bidders receive the necessary information immediately after the decision to award of contracts;
- Reporting practices contrary to good governance in the process including cases of influence peddling, conflict of interest or insider trading;
- Ensure that the procedures outlined in the agreement with the service providers are respected at all stages of the procurement of goods and services;
- Participate as external expert at the committee of Project Management Team meetings;
- Carry out any other duties as may be delegated by the Project Manager.

4. Specific Tasks of Procurement Expert

The Procurement Expert will carry out the following specific tasks:

- Develop a comprehensive list of all acquisitions of goods and services provided on the financing of the project SARCIS-DR for all components;
- Follow up with the technical services the preparation and finalization of terms of reference (TOR) for the procurement of consultancy service, and technical specifications for goods and works;
- Complete records of tender and requests for proposals (based on the models provided by the SADC and World Bank subjected to no objection from the Bank and ensure their transmission / sale as appropriate;
- Proceed with the launch of tenders (if applicable to the call for expressions of interest or screening), in the manner agreed in the grant agreements;
- Ensure proper management of calls for tender;
- Supervise and monitor the evaluation of bids and proposals received;

- Prepare contracts, after obtaining no-objection if it is required, and ensure their signatures by persons qualified to do so;
- Design, implement a database of providers and ensure the update, and develop management statistics that will allow donors to measure the level of project performance in terms of procurement;
- Plan, prepare and coordinate the timing of acquisition of consulting services and goods and works;
- Prepare reports of activities prescribed by the manual of procedures for acquisition, but also any other reports related to the procurement that the lessor may seek in connection with the performance of project;
- Develop and maintain the procurement plan on a model consistent with SADC and World Bank procedures, including the provisional of estimates, in line with the Grant Agreement signed between World Bank and SADC;
- Develop records of tenders for works, supplies and requests for proposals for consultancy services as provided in the grant agreement;
- Prepare, implement and update general reviews and advice specific procurement, expressions of interest for consultancy services, works and supplies;
- Implement activities in accordance with the approved Procurement Plan;
- Participate in committees receiving supplies, works and services, and to ensure that these goods and services received comply with contract specifications;
- Monitor the implementation of service - and supply contracts;
- Produce periodic reports on the market situation and suppliers' performance;
- Keep an up to date and accurate register of all the project property;
- Assist in dealing with claims and litigation to contracts and procurement; and
- Support with other project tasks related to wider project management aspects as assigned by the Project Manager and other SADC Secretariat staff; and
- Conduct training in procurement and consultant selection for project team members.

5. Qualifications and Experience

The Procurement Expert will be from one of the SADC Member Countries and will have the following qualifications and experience:

- A minimum of first degree in procurement or supply chain management or engineering or administration or law or any other relevant field and post graduate training in procurement or related subject, or equivalent by experience;
- Good knowledge of standard procurement methods and procedures following UNCITRAL model law. Specific knowledge and experience in SADC and/or World Bank procurement procedures will be a distinct advantage;
- Minimum Ten (10) years relevant working experience, of which five years' continuous experience is in procurement management at senior level, preferably in an international organisation;
- Knowledge of World Bank Guidelines as well as SADC procurement procedures and documentation will be an added advantage;
- Experience in training, capacity building and setting up procurement systems in a new organisation will be a distinct advantage;
- Computer literacy and competence, Microsoft Word, Excel, Access, Power Point;

- Proven ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- Fluency in written and spoken English. Knowledge of Portuguese and French would be an added advantage;
- Excellent analytical skills and report writing.

6. Other Requirements:

- Excellent planning, organising and writing skills;
- Strong management skills, particularly ability to provide strategic direction and technical supervision,
- Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships;
- Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment;
- Excellent coordination and negotiation skills;
- Excellent organizational and recordkeeping skills;
- Experience in dealing with senior business executives and government officials;
- Good team player while being independent and able to work autonomously.

7. References

Verifiable references and membership of professional organization(s). Previous work experience in projects funded by the African Development Bank Group or World Bank or related donors would be a strong advantage.

8. Reporting Relationships

The Procurement Expert shall report to the Project Manager for the SADC DRR Capacity Enhancement (SDCEP) Project.

9. Expected Deliverables

The Procurement Expert is expected achieve the following key deliverables at the minimal (list not exhaustive):

Duration (days)	Type of Procurement	Key Deliverable
	Prepare procurement plan and procurement documents	Approved procurement plan and launching of procurements
	Implement procurement plan	Procurement activities commence and complete as per plan;
	Procure Goods as per procurement plan	Purchase Order/Contract submitted to supplier
	Procure Consulting Services –	Subject to approval of ‘no objection,’ contract offered and signed by Consultants.

	Administrative works on filing of all procurement documents and supporting documents for previous procurements	Filing completed and signed by relevant signatories
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10. Duration and Timing

This is a short term expert position with initial contract duration set at Nine (9) months and there after short term extensions maybe effected should the project require the further services of a procurement expert and upon satisfactory performance. The Procurement Expert will be expected to start work on or before 1st April 2019.

11. Working team group

S/He will be part of the Project Management Unit (PMU) comprised with the following experts:

- Finance Officer
- Project Assistant Finance Officer (AFO) (Finance and Administration

B) TERMS OF REFERENCE FOR A FINANCE OFFICER (CONSULTANT POSITION)

Strengthening Disaster Risk Reduction Coordination, Planning and Policy Advisory Capacity of the Southern African Development Community

1. Project Background

The Disaster Risk Management agenda within the SADC Secretariat is addressed through a Disaster Risk Reduction Unit under the office of the Executive Secretary with functional reporting to the Deputy Executive Secretary – Regional Integration (DES-RI). The DRR Unit was set up in line with the needs of SADC Member States for proactive disaster risk management at sub-regional level. The project Strengthening Disaster Risk Reduction Coordination, Planning and Policy Advisory Capacity of the Southern African Development Community as referred to in the World Bank or SADC DRR Capacity Enhancement Project (SDCEP) (SADC Project reference) is critical to facilitating the delivery of the DRR Unit mandate. The ACP-EU Natural Disaster Risk Reduction (NDRR) Program was launched in 2011 as an initiative of the ACP Group of States, funded by the European Union (EU) under 10th European Development Fund. The programme has 5 result areas, the SDCEP falls under Result 2 which focus on DRR Capacity Building of Regional Economic Communities coordinated by the World Bank/ Global Facility for Disaster Risk Reduction (WB/GFDRR). The specific objective of Result 2 is to strengthen and accelerate the effective implementation of an African comprehensive disaster risk reduction and risk management framework at regional level.

The project external context is informed by the global DRR framework the Sendai Framework for Disaster Risk Reduction (SFDRR) which is the successor agreement to the HFA (2005–2015), which had been the most encompassing international accord to date on disaster risk reduction. Further it is guided by the Africa Programme of Action for the Sendai Framework. The internal context is informed by the increasing levels of the SADC regional disaster context and trends and the institutional strategic provisions that support DRR. The Overall Goal of the project is to contribute to the substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries in the SADC region. The main envisaged outcome is enhanced Regional Disaster Risk Management in the SADC region. The project has 4 components as follows: Enhancing regional institutional coordination mechanisms for disaster preparedness and response; Operationalize national and regional disaster risk reduction information and knowledge management systems; Enhancing mainstream disaster risk reduction in development plan and strategies and Strengthening the implementation and coordination capacity of the SADC Regional Disaster Risk Reduction Programme.

The total budget for the project is US\$ 2.5 million executed directly by SADC Secretariat as a grant recipient. The project is expected to run until December 2019. The project will be coordinated by the DRR Unit reporting to the DES-RI and ultimately to the SADC Executive Secretary. Implementation will involve the Disaster Management Agencies

(DMAs) of the 16 SADC Member States and various SADC Secretariat directorates and units. As part of implementation of SDCEP SADC Secretariat will require services of a Project Finance Officer under the Project Management Unit (PMU). These Terms of Reference (ToRs) describe the responsibilities for the Finance Officer position.

2. Main Purpose

The Project Finance Officer will be responsible for coordinating project financial management processes in line with SADC financial management policy and procedures and aligned to the requirements of the World Bank. He/She will also support with project financial management and audit services including correspondence with the World Bank financial team on related finance and budget tasks.

3. Scope of Services

The scope of services of the Project Finance Officer will include, but not limited to the following:

- Make sure that the project finance management processes are carried out timely to support project execution compliant to SADC and World Bank requirements as agreed in the Project Grant Agreement and the Project Implementation Manual;
- Ensure adequate filling of all project financial management files and audit readiness for the project;
- Ensure timely processing of project financial transactions in support of project execution;
- Make sure that the project expenditure is tracked against budget and that significant budget variances are avoided or managed;
- Prepare project financial management reports and any other financial reports that may be required for the project;
- Ensure that the financial management procedures outlined in the grant agreement and other project key documents such as PIM are adhered to in the project financial management;
- Participate in key project meetings including the Project Management Team meetings and Project Steering Committee meetings; and
- Carry out any other duties as may be delegated by the Project Manager, Head of DRR Unit and the Finance Directorate.

4. Specific Tasks of Finance Officer

The Project Finance Officer will carry out the following specific tasks:

- (i) Prepare project annual and quarterly budgets as per project work plans;
- (ii) Implement sound accounting systems, maintaining up to date project accounts, day-to-day administration of project funds and ensuring that these conform to the administrative and financial requirements and procedures of SADC and the World Bank -funded projects financial management standards.
- (iii) Prepare project annual and quarterly financial and administration reports on the basis of implementation and corresponding work plans and budget;
- (iv) Prepare regular reports on expenditure and budget control;

- (v) Control project income financial resource inflows, expenditures and liquidity position periodically and prepare related reports;
- (vi) Prepare detailed project cost estimates and lead reconciliation, budget analysis and projections as required by standards for financial management for projects funded by World Bank (IDA) Grant resources and SADC Secretariat;
- (vii) Process and monitor project payment requests ensuring that necessary clearance is obtained and payments are effected promptly and in accordance with applicable regulations of the financial and accounting procedure manual of the project, the World Bank and SADC Secretariat;
- (viii) Ensure that project disbursement requests are prepared and submitted to the World Bank in a timely manner, good time in order to maintain the necessary cash-flows to support the implementation of project activities;
- (ix) Ensure that all advances and direct payments to the beneficiaries of the Project are well recorded and justified in accordance with the financial and accounting procedure manual/ PIM of the project, World Bank and SADC Secretariat;
- (x) Facilitate and support the Project Manager and the PIU team in organizing the logistics for Project Steering Committee meetings, Joint Steering Committee meetings and any other meetings related to and requiring logistical support from the projects;
- (xi) Advise, facilitate and support project staff, consultants, and meeting delegates on all aspects related to allowances, salary advances, travel claims and other financial matters;
- (xii) Prepare all necessary financial and administration management correspondence and be responsible for follow-up;
- (xiii) Arrange for the project's annual external audit and make sure that the audit report is approved before the submission expiry date, corresponding to six (06) months following the audited fiscal year; of the Project once a year;
- (xiv) Carry out any other duties as may be delegated by the Director of Budget and Finance and or the supervisor, under the project.

5. Qualifications and Experience

The Project Finance Officer will be from one of the SADC Member Countries and will have the following qualifications and experience:

Qualifications and Experience	
Education:	-A minimum of Bachelor's Degree in Accounting, Finance, business management. -Professional qualification as CA, Master's in Business Administration (MBA) will be an added advantage.
Professional Certification:	Exposure to professional financial management, accounting and audit training e.g. ACCA, CA, CIMA, CPA or equivalent.
Specialised knowledge:	<ul style="list-style-type: none"> ▪ Member of an internationally recognised accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent; ▪ Knowledge of SADC development issues ▪ Proficient in the use of computers and computer software relevant to financial management.
Experience:	<ul style="list-style-type: none"> ▪ At least 4 years of work experience in financial management within a public or private sector, regional or international organisation

Skills Requirements
<ul style="list-style-type: none"> ▪ Communication and presentation skills ▪ Conflict management skills ▪ Decision-making skills ▪ International relations skills ▪ Interpersonal skills ▪ Negotiation, persuasion, networking and relationship building ▪ Organisational skills (planning, budgeting, work prioritisation, time management) ▪ Problem-solving skills
Competency Requirements
<ul style="list-style-type: none"> ▪ Capable of maintaining quality whilst working under pressure and adhering to deadlines ▪ Customer focused ▪ Decisive ▪ Organisational awareness with an understanding of how to engage the organisation to get things done ▪ Maintain confidentiality and is respectful of sensitive situations ▪ Professionalism and adherence to good work ethics ▪ Resilience and personal drive, self-motivation ▪ Results and performance driven

6. References

Verifiable references and membership of professional organization(s). Previous work experience in projects funded by the African Development Bank Group or World Bank would be a strong advantage.

7. Reporting Relationships

The Project Finance Officer shall report to the Project Manager for the SADC DRR Capacity Enhancement (SDCEP) Project.

8. Expected Deliverables

The Project Finance Officer is expected achieve the following key deliverables at the minimal (list not exhaustive):

Duration (days)	Type of Procurement	Key Deliverable
	Preparation and maintenance of the Project Budget to ensure data is complete and maintained on a timely basis.	Project budget and updated budgets
	Work with the project team to ensure that all donor related information is disseminated to project, finance and logistics staff as well as partners to enable them to abide by donor rules and regulations	Project Finance compliance memos
	In coordination with project staff and partners prepare and regularly update the spending plan	Project disbursement plans

	Prepare for project financial management audit	Audit preparation audit checklist
	Review fee rate calculations and ensure recording in the ledger aligns with reporting requirements and track fee rate billing is sufficient to cover built in costs.	Budget and expenditure reconciliation reports
	Financial Management reporting on a monthly basis	Monthly financial management reports
	Prepare management brief related to expenditure report including a brief commentary on matters arising as identified from the report.	Management briefing based the monthly management report
	Prepare quarterly financial report as per World Bank requirements, ensuring it is complete, accurate and produced on a time to ensure adequate review, approval and submission to the Project Manager	Donor project quarterly financial report
	Prepare and consolidate monthly invoice and expense projection.	Project monthly invoice and expense projection.
	Prepare project monthly cash flow forecasts and monitor project cash flow	Project cash flow projections

9. Duration and Timing

Contract duration will initially be 9 (Nine) months with a possibility of an extension should the project require the further services of a Finance Officer and upon satisfactory performance. The Project Finance Officer will be expected to start work on or before 1st April 2019.

10. Working team group

S/He will be part of the Project Management Unit (PMU) comprises with the following experts:

- Procurement Expert
- Project Assistant Finance Officer (AFO) (Finance and Administration)

C) TERMS OF REFERENCE FOR A PROJECT FINANCE AND ADMINISTRATIVE ASSISTANT

(CONSULTANT POSITION)

Strengthening Disaster Risk Reduction Coordination, Planning and Policy Advisory Capacity of the Southern African Development Community

1. Project Background

The Disaster Risk Management agenda within the SADC Secretariat is addressed through a Disaster Risk Reduction Unit under the office of the Executive Secretary with functional reporting to the Deputy Executive Secretary – Regional Integration (DES-RI). The DRR Unit was set up in line with the needs of SADC Member States for proactive disaster risk management at sub-regional level. The project Strengthening Disaster Risk Reduction Coordination, Planning and Policy Advisory Capacity of the Southern African Development Community as referred to in the World Bank or SADC DRR Capacity Enhancement Project (SDCEP) (SADC Project reference) is critical to facilitating the delivery of the DRR Unit mandate. The ACP-EU Natural Disaster Risk Reduction (NDRR) Program was launched in 2011 as an initiative of the ACP Group of States, funded by the European Union (EU) under 10th European Development Fund. The programme has 5 result areas, the SDCEP falls under Result 2 which focus on DRR Capacity Building of Regional Economic Communities coordinated by the World Bank/ Global Facility for Disaster Risk Reduction (WB/GFDRR). The specific objective of Result 2 is to strengthen and accelerate the effective implementation of an African comprehensive disaster risk reduction and risk management framework at regional level.

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The total budget for the project is US\$ 2.5 million executed directly by SADC Secretariat as a grant recipient. The project is expected to run until December 2019. The project will be coordinated by the DRR Unit reporting to the DES-RI and ultimately to the SADC Executive Secretary. Implementation will involve the Disaster Management Agencies (DMAs) of the 16 SADC Member States and various SADC Secretariat directorates and units. As part of implementation of SDCEP SADC Secretariat will require services of a Project Finance & Administrative Assistant under the Project Management Unit (PMU). These Terms of Reference (ToRs) describe the responsibilities for the Project Finance & Administrative Assistant.

2. Main Purpose

The Project Finance & Administrative Assistant will be responsible for providing administrative, finance, secretarial and logistical coordination for general project implementation and management processes including day-to-day liaison with technical teams and Secretariat Admin, Finance and Procurement counterparts. He/She will provide project secretarial, finance and administrative services including drafting correspondence, making travel arrangements and related tasks.

3. Scope of Services

The scope of services of the Project Finance & Administrative Assistant will include, but not limited to the following:

- Provide secretarial, finance and administration support to the project team and DRR Unit to ensure the smooth running of the project operations;
- Maintain records of project team travel and assist in their travel logistics;
- Take minutes of meeting and maintain records for the operations and project team;
- Develop and maintain document control processes for the efficient project management;
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the project team and DRR Unit;
- Support the officers and project team in daily administration roles and assist to keep stock of stationary supplies for the project and DRR Unit;
- Perform data-entry, recording, printing and filing duties
- Undertake any ad-hoc administration projects/duties as required;
- Coordinate travel arrangements inclusive of air-ticket, hotel accommodation, visa arrangements, claims etc;
- Assist to check and verify staff claims and invoices for project team;
- Prepare and raise purchases requisition for project purchases,
- Support the Finance Officer in undertaking budget and expenditure control on the project,
- Assist in investigating variances and discuss with PMU of potential overspent above approved budget and seek justifications,
- Retention (filing) of all accountable documentation to secure unqualified audit report,
- Financial services processed and products delivered in accordance with regulatory requirements and supporting documentation retained,

4. Specific Tasks

The Project Finance & Administrative Assistant will carry out the following specific tasks:

- a. Provide project finance and administrative support in line with project implementations requirements;
- b. Monitor project asset and ensure that their use is in conformity with the World bank and SADC procedures;
- c. Liaise with Finance Officer on financial and administrative matters and ensure that all administrative and logistic transactions are properly carried out according to the World bank and SADC requirements;
- d. Liaise with SADC Procurement Unit on all project procurements and ensure that all procurement transactions are properly carried out according to the World Bank and SADC requirements;
- e. Assist in the production of project administrative, financial and procurement reports in collaboration with the Project Finance Officer and the Project manager;
- f. Support day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken;
- g. Assist in preparing consultancy evaluation reports, annual project reports, and update projects files;
- h. Prepare all documentation related to issuance of project contract, contract management and closure;
- i. Assist in preparation of international experts' missions to the region, render logistic support;
- j. Liaise with project counterparts on day-to-day implementation of project activities;
- k. Collaborate with the Finance Officer in the annual budget setting exercise by providing support and guidance to PMU and consolidating the budget figures;
- l. Check payment requests against supporting documents and ensure they comply with the relevant conditions and rules of the World Bank agreement to be eligible for disbursements;
- m. Assist in providing relevant financial reports and analysis requested by the bank and management;
- n. Prepare expenditure justifications/ commitment documents;
- o. Analyze project expenditures, ensure payment requests and supporting documents comply with the relevant conditions and rules of the donor/s agreement to be eligible for disbursements and report any exception to the Finance Officer; and
- p. Perform other duties as determined by the supervisor.

5. Qualifications and Experience

The Project Finance & Administrative Assistant will be from one of the SADC Member Countries and will have the following qualifications and experience:

Qualifications and Experience	
Education:	At least a Degree in Business Administration, public or business administration or other related area from a recognized institution
Professional Certification:	<ul style="list-style-type: none">▪ Exposure to secretarial, procurement and administrative training▪ Studying a professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent

Specialized knowledge:	<ul style="list-style-type: none"> ▪ Knowledge of SADC development issues ▪ Proficient in the use of computers and computer software relevant to the position
Experience:	<ul style="list-style-type: none"> ▪ At least 3 years of work experience in Finance, administration and logistical work within a public or private sector, regional or international organisation
Skills Requirements	
<ul style="list-style-type: none"> ▪ Communication and presentation skills ▪ Conflict management skills ▪ Decision-making skills ▪ International relations skills ▪ Interpersonal skills ▪ Negotiation, persuasion, networking and relationship building ▪ Organisational skills (planning, budgeting, work prioritisation, time management) ▪ Problem-solving skills 	
Competency Requirements	
<ul style="list-style-type: none"> ▪ Capable of maintaining quality whilst working under pressure and adhering to deadlines ▪ Customer focused ▪ Decisive ▪ Organisational awareness with an understanding of how to engage the organisation to get things done ▪ Maintain confidentiality and is respectful of sensitive situations ▪ Professionalism and adherence to good work ethics ▪ Resilience, self-motivation and personal drive ▪ Results and performance driven 	

6. References

Verifiable references and membership of professional organization(s). Previous work experience in projects funded by the African Development Bank Group or World Bank would be a strong advantage.

7. Reporting Relationships

The Project Finance & Administrative Assistant shall report to the Finance Officer, and liaise with the Project Manager for the SADC DRR Capacity Enhancement (SDCEP) Project.

8. Expected Deliverables

The Project Finance & Administrative Assistant is expected to achieve the following key deliverables at the minimal (list not exhaustive):

Duration (days)	Type of Procurement/Services	Key Deliverable
	Provide all project, Finance and administration support services in line with project implementations requirements.	Project monthly administrative/finance/progress report

	Monitor project asset and ensure that their use is in conformity with the World Bank and SADC procedures	Project asset register
	Assist in the production of project administrative, financial and procurement reports in collaboration with the Project Finance Officer and the Project manager	Monthly project administrative reports
	Assist in preparation of international experts' missions to the region, render logistic support.	Project Mission Reports

9. Duration and Timing

Contract duration will initially be Nine (9) months with a possibility of an extension should the project require the further services of the Finance & Administrative Assistant and upon satisfactory performance. The Project Administrative Assistant will be expected to start work on or before 1st April 2019.

10. Working team group

S/He will be part of the Project Management Unit (PMU) comprises with the following experts:

- Project Finance Officer
- Procurement Expert