## 

**REQUEST FOR EXPRESSION OF INTEREST**

**(Re-advertisement)**

**SELECTION OF INDIVIDUAL CONSULTANT**

**(FINANCE EXPERT)**

## REFERENCE NUMBER: AFDB/SADC/CSC-SAWIDRA PROJECT

**JUNE 2018**

# The SADC Secretariat is inviting interested and qualified Individual Consultants to submit their Application and Curriculum Vitae (CV) for the position of FINANCE EXPERT. The Terms of Reference defining the minimum technical requirements for the position are detailed in Annex 1 to this Request for Expression of Interest.

1. Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria:
2. 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;
3. 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);
4. they have not been declared guilty of grave professional misconduct proven by any means which SADC Secretariat can justify;
5. 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;
6. 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
7. they are not being currently subject to an administrative penalty.

1. The Application should clearly indicate the position ‘*Finance Expert’* 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.

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1. Electronic submissions are acceptable and should be made to the following email address: [**individualexperts@sadc.int**](mailto:individualexperts@sadc.int). Application in hard copies clearly marked “FINANCE EXPERT’ should be submitted to the following address and be deposited in the Tender Box situated at the reception by **Thursday, 5th July 2018 at 15:00 hours.**

The Chairperson

SADC Internal Tender Committee

Plot 54385, NEW CBD

P/Bag 0095

Gaborone

**Botswana**

1. Applications and CVs CV will be evaluated against the following criteria.

1. Education & Training, Specific skills and General skills as in table below:

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

1. Candidates scoring 70% and above will qualify for the next selection process which requires candidates to undergo a psychometric (interview) and aptitude (written) tests.
2. The award will be made to the applicant who obtained the highest combined interview and written tests.
3. 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.
4. Additional requests for information and clarifications can be made until 15 days prior to deadline indicated in the paragraph 4 above, from:

The Procuring entity: SADC Secretariat

Contact person: Dr. Faka Nsandisa

Telephone: (267) 3951863

Fax: (267) 3972848

E-mail: [fnsadisa@sadc.int](mailto:fnsadisa@sadc.int)

Copy: Mr. Gift Mike Gwaza at [ggwaza@sadc.int](mailto:ggwaza@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 7 working days before the deadline for submission of the applications.

**SADC is an equal opportunity employer and women are encouraged to apply.**

ANNEX 1:

## TERMS OF REFERENCE

## AFDB/SADC/CSC-SAWIDRA PROJECT

**Job Title: Finance Expert**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

1. Improve meteorological infrastructure equipment for catering early warning system in Member States countries;
2. Generate extreme weather and climate information for Disaster Risk Reduction;
3. Develop a regional meteo-alert system (dissemination of climate information);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SAWIDRA in SADC region, the Climate Services Centre will need to recruit a **Finance Expert** under the Project Implementation Unit (PIU). These Terms of Reference (ToRs) describe the responsibilities for the **Finance Expert** position.

**3. Main Purpose**

The Finance Expert shall provide financial management services to support the implementation of the SADC AfDB/SAWIDRA Project under I&S Directorate within the SADC Secretariat organisational structure.

**4. Reporting Relationships**

The Finance Expert shall report to the Director of Budget & Finance who shall designate a supervisor in Coordination with the Project/I&S.

**5. Specific Tasks (Scope of Services)**

The scope of services of the Financial Expert will include financial and administrative duties, but not limited to the following:

1. preparing the annual and quarterly budgeting and work plans;
2. Implementing 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 the financial and accounting procedure manual of the project, in line the African Development Bank-funded projects financial management standards.
3. African Development Fund’s requirements;
4. SADC Secretariat;
5. Prepare annual and quarterly financial and admin reports on the basis of implementation of corresponding work plans and budget;
6. Prepare regular reports on expenditure and budget control;
7. Controlling income financial resources inflows, expenditures and liquidity position periodically and preparing related reports;
8. Prepare detailed cost estimates and lead reconciliation, budget analysis and projections as required by standards for financial management of projects funded by the ADF Grant resources AfDB and SADC Secretariat;
9. Process and monitor 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 of the AfDB and those of the SADC Secretariat;
10. Ensure that disbursement requests are prepared and submitted to the AfDB in a timely manner, good time in order to maintain the necessary cash-flows to support the implementation of project activities;
11. Ensure that all advances and direct payments to the benefit of the Project are well recorded and justified in accordance with the financial and accounting procedure manual of the project AfDB and SADC Secretariat procedures;
12. Facilitate and support the Project Coordinator and PMT 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.
13. Advise, facilitate and support project staff, consultants, and meeting delegates on all aspects related to allowances, salary advances, travel claims and other financial matters;
14. Prepare all necessary financial and admin management correspondence and be responsible for follow-up;
15. 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;
16. Carry out any other duties as may be delegated by the Director of Budget and Finance and or the supervisor, under the project.

**6. Qualifications**

The Expert will possess the following qualifications:

A minimum of Bachelor’s Degree in Accounting, Finance, business management with a professional qualification as CA, Master’s in Business Administration (MBA), or of or any other equivalent degree;

Professional qualification e.g. ACCA, CA, CIMA, CPA or equivalent;

Member of an internationally recognised accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent;

Gender candidates with same qualifications and experience will have an added advantage;

**7. Experience**

The Expert will possess the following experience:

1. At least eight (8) years’ demonstrable experience as a finance expert and or a position with similar scope of responsibilities, of-which three (3) should be with donor funded projects;
2. Specific work experience in projects funded by the African Development Bank Group or World Bank, EU and or similar International Cooperating Partner would be required;
3. Specific working knowledge and experience with the Institutional Support to African Climate Institutions (ISACIP) is an added advantage;
4. Experience of working in international projects/organizations dealing with multiple currencies.

**8. References**

Verifiable references and membership of professional organization(s).

**9. Other**

Fluency in English, knowledge of Portuguese and French would be an added advantage;

**10. Eligibility**

(i) In addition to fulfilling the qualifications and experience requirements,

(ii) National and female candidates are encourage to apply for this position, however any other candidates who are interested, also qualify, under the ADF revised eligibility criterion must be nationals of countries that are members of the African Development Bank; and

(iii) Candidates from the SADC region in particular are encouraged to apply.

**11. TERMS OF EXECUTION**

(i) Upon notification of the contract, the expert will review the terms of consultancy and report all points requiring additional information or clarification. She/he will contact the Director of Budget and Finance to collect all the information, instructions, guidelines and governing the conduct of the consultancy.

**12. REPORTING**

1. Expert shall issue a monthly report comprising:
2. Monthly bank reconciliation;
3. Monthly financial report based on the format stipulated by Director of Budget and Finance; and
4. Claim stating compliance with the above requirements.