



## SADC SECRETARIAT

### REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL APPLICANTS SELECTION)

**COUNTRY:** BOTSWANA

**NAME OF PROJECT:** SADC REGIONAL CLIMATE RESILIENCE PROJECT (RCRP)

**PROJECT ID:** P180171

**ASSIGNMENT TITLE:** ASSISTANT FINANCE OFFICER - SADC REGIONAL CLIMATE RESILIENCE PROJECT

**REFERENCE NUMBER:** SADC/3/5/2/376

**DATE OF ISSUE:** 5<sup>th</sup> February 2025

### Background

The SADC Secretariat through the SADC DRR Unit is implementing a Regional Climate Resilience Project (RCRP). The Project is the first in a Series of Projects (SOP), and involves Madagascar, Mozambique, South Sudan, Comoros, and two regional organizations: SADC, and the Eastern Nile Technical Regional Office (ENTRO). The overarching development objective of the SOP is to strengthen the resilience to water-related climate impacts in Eastern and Southern African countries.

The SADC Secretariat managed share of the RCRP is being implemented over a period of five years, with an expected closing date of December 29, 2028. It is financed through a grant of US\$ 5M and will be implemented through three main components: namely; Risk Management and Climate Financing; Infrastructure Investments and Sustainable Asset Management for Climate Resilience; and Adaptive Climate Services for Resilience Communities. It will be implemented through a Project Implementation Manual and coordinated by Project Implementation Unit (PMU).

The project serves as a first step towards a regional platform to tackle climate adaptation through a common and coordinated approach, including on fund raising and consolidating multilateral and bilateral support - which is critical to ensure alignment, development, and scaled-up financing of critical adaptive interventions.

It will contribute to improved disaster risk management in support of regional resilience and the strengthening of climate change, adaptation and mitigation, under the cross-cutting issues of the SADC Vision 2050, as well as contribute towards the achievement of the aspirations of SADC as spelt out in the Regional Indicative Strategic Development Plan 2020-2030

Through the proceeds of this Project, **THE SADC SECRETARIATE INTENDS TO HIRE A SUITABLY QUALIFIED INDIVIDUAL AS AN ASSISTANT FINANCE OFFICER FOR THE REGIONAL CLIMATE RESILIENCE PROJECT.**

The SADC Secretariat therefore invites applications from suitably qualified individuals for THE POSITION OF ASSISTANT FINANCE OFFICER FOR THE REGIONAL CLIMATE RESILIENCE PROJECT.

**Title: CALL FOR APPLICATIONS FOR THE POSITION OF ASSISTANT FINANCE OFFICER FOR THE SADC REGIONAL RESILIENCE PROJECT (1 Position) FOR THE SADC REGIONAL RESILIENCE PROJECT (1 Position)**

**Time Commitment : 100%**

**Accountable : Project Coordinator, Regional Resilience Project Disaster Risk Reduction**

**Duration of Assignment: 2 years**

## **1. The Objectives of the Assignment**

### **1.1 Overall objective**

The overall objective of this assignment is to support the Finance Officer in the financial administration accounting and reporting of project funds managed by the Secretariat.

## **1.2 Specific objectives**

Specifically, under the supervision of the Finance Officer the Assistant Finance Officer will manage and undertake the following:

- Budgeting and Control
- Budget & Expenditure Control and Reporting
- Accounting
- Cash Management & Control
- Project support

## **1.3 Expected results**

The Assistant Finance Officer is expected to ensure achievement of the following results:

### **Budgeting and Control**

- collaborate with the Project Coordinator in the assessment of requests for funding from the Regional Climate Resilience Project (RCRP) funds.
- Collaborate with the Finance Officer in the annual budget setting exercise by providing support and guidance to project officers and consolidating the budget figures

### **Budget & Expenditure Control and Reporting**

- Support the Finance Officer in undertaking budget and expenditure control of the Regional Climate Resilience Project (RCRP).
- Review all new project commitments and ensure that they are only made against budgeted appropriations and report any exceptions to the Finance Officer
- Review procurement procedures followed for award of contracts and ensure compliance with donor contractual requirements. Report exceptions to management
- Perform regular monitoring of project actual expenditure against budget and report potential overruns to the Finance Officer and Financial Controller

- Investigate variances and discuss with project owners of potential overspent above approved budget and seek justifications
- Support preparation of project financial management reports for internal and external stakeholders and any other financial reports aligned to SADC reporting framework that may be required for the project;

## **Accounting**

- Perform data-entry, recording, printing and filing of all project transactions
- Ensure timely processing of project financial transactions in support of project execution
- Compile project financial reports and any other financial reports that may be required for the project and perform relevant analysis and reconciliations to ensure completeness and accuracy
- Develop and maintain document control processes for the efficient project management; user-friendly filing and document control system for recording and tracking of all accountable documents for the project team;
- Retention (filing) of all accountable documentation to secure unqualified audit reports
- Liaise with external auditors and provide relevant information for audit

## **Cash Management & Control**

- Review for 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. Report any exception to the Finance Officer
- Prepare monthly cash flow reconciliations and forecasts and submit to the Finance Officer
- Prepare the Withdrawal Application for review by the Finance Officer for replenishment of funds to the Project.

## **Project support**

- Support to Project Steering Committee (PSC) meetings and Technical Committee (TC) meetings and attend project meetings
- Support Evaluations, Audits, and contribute to Programme Management Unit (PMU) reports, Quarterly reporting, annual reports, Workplans, Strategic planning
- Provide inputs in the Close Out activities, and any other duty as may be required by the Project Coordinator and Finance Officer.
- Ensure that the financial management procedures outlined in the Contribution/grant agreement and other key documents such as SADC Financial regulations and the Financial manual are adhered to in the project financial management
- Carry out any other duties as may be delegated by the Project Coordinator, and or your supervisor

## **2. QUALIFICATION AND EXPERIENCE REQUIREMENTS**

This assignment is expected to be carried out by an individual consultant expert. The specific profile is provided below.

### **2.1 Qualifications and Skills**

#### **2.1.1 Qualifications**

A minimum of a bachelor's degree in accounting, Finance, or business management.

-Studying a professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent.

#### **2.1.2 Skills and competencies**

- Communication skills
- Interpersonal skills
- Networking and relationship building skills
- Organisational skills (planning, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Capable of maintaining quality whilst working under pressure and adhering to deadlines

- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without too much close supervision
- Flexible and adaptable to change
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

## **2.2 General Professional Experience**

Exposure to professional financial management, accounting and audit training e.g. ACCA, CA, CIMA, CPA or equivalent.

## **2.3 Specific Professional Experience**

- 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.

## **3. Duration of the assignment**

The Successful Individual will be engaged for a period 2 years with the possibility of extension subject to funding availability and satisfactory performance in line with the SADC principles of Performance Management, and to its annual performance review and appraisal.

**4. Facilities to be provided by the Client**

The SADC Secretariat through the Project will provide office space and office equipment to facilitate the Project Coordinator's work.

**5. Location of Employment**

The assignment will be based at the SADC Secretariat in Gaborone, Botswana, and will involve traveling to facilitate project activities.

**6. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.**

**7. A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations.**

**8. Mode of Application**

Interested suitably qualified Individuals meeting the stated requirements should submit their updated detailed curriculum vitae (CVs) and copies of professional certificates to the Secretariat through **Friday 21<sup>st</sup> February 2025 on or before 23:59 hours, Botswana local time, to the Link below.** No public opening will be held.

**SADC Collab link: <https://collab.sadc.int/s/z6s4nwyE5xkZJoZ>**

Kindly note that only highly technically scored bidder will be contacted for negotiations meeting.

**9. Additional requests for information and clarifications can be made through the address below:**

The Procuring entity: **SADC Secretariat**

**Head of Procurement Unit**

Contact person: **Ms. Mercy Mikuwa**

Telephone: **+267 364 1989 / 3951863**

Fax: **3972848**

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

Copy to: [tchabwera@sadc.int](mailto:tchabwera@sadc.int) / [ndlamini@sadc.int](mailto:ndlamini@sadc.int)

## ANNEX 1- CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, INDIVIDUAL CONSULTANT}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

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Language Skills (indicate only languages in which you can work): \_\_\_\_\_

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**Adequacy for the Assignment:**

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in REOI or TORS in which the Expert will be involved)	

**Experts contact information:** (e-mail ....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

□

Name of Expert

Signature

Date

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## TERMS OF REFERENCE



## PROJECT POSITIONS

### REGIONAL CLIMATE RESILIENCE PROJECT (RCRP)- Assistant finance Officer

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#### 1. Project Background

Climate change poses a major threat to the achievement of the Eastern and Southern African (AFE) region's long-term development objective. There is huge potential for a regional approach to effectively address this shared challenge at scale via collective action, and to contribute to build AFE's resilience to climate-related impacts. The Regional Climate Resilience Program for Eastern and Southern Africa Project ("RCRP") proposes a platform for coordinated action on the regional climate change challenge, for testing and expanding the use of standardized and replicable approaches on emerging good practices across countries and sectors and for mobilizing co-financing for this agenda.

The objective of the RCRP is to improve the management of water-related climate impacts in Eastern and Southern Africa. It will be implemented through the following components:

- (i) Risk Management and Climate Financing;
- (ii) Infrastructure Investments and Sustainable Asset Management for Climate Resilience;
- (iii) Adaptive Climate Services for Resilience Communities;
- (iv) Project Management;

The project is the first in a Series of Projects (SOP), and involves Madagascar, Mozambique, South Sudan, Comoros, and two regional organizations: SADC, and the Eastern Nile Technical Regional Office (ENTRO). The overarching development objective of the RCRP is to strengthen the resilience to water-related climate impacts in Eastern and Southern African countries. The SOP is structured as a programmatic framework that will allow scalability (countries can join at different times) and economies of scale. It supports catalytic medium- to large-scale investments to reduce people's exposure to climate shocks, with a focus on protective, multi-benefit water infrastructure and storage; risk mitigation via improved early warning systems and planning; and scaling up adaptive safety net.

The SADC Secretariat managed share of the RCRP is being implemented over a period of five years, with an expected closing date of December 29, 2028. The Project is financed through a grant of US\$ 5M. It is being implemented through a Project Implementation Manual and coordinated by Project Implementation Unit PMU.

These Terms of Reference aim to facilitate the recruitment of the Project Coordinator, to be housed at the SADC Secretariat in Gaborone, Botswana.

## 1. Assistant Finance Officer

Primary Purpose of the Job	
Support the Finance Officer in the financial administration accounting and reporting of project funds managed by the Secretariat	
Duties and Responsibilities	
<u>Budgeting and Control</u> <ul style="list-style-type: none"> <li>Under the supervision of the Finance Officer, collaborate with the Project Coordinator in the assessment of requests for funding from the Regional Climate Resilience Project (RCRP) funds.</li> <li>Collaborate with the Finance Officer in the annual budget setting exercise by providing support and guidance to project officers and consolidating the budget figures</li> </ul>	<i>KPIs</i> <ul style="list-style-type: none"> <li>Timely completion of annual budget exercise as per plan</li> </ul>
<u>Budget &amp; Expenditure Control and Reporting</u> Support the Finance Officer in undertaking budget and expenditure control of the Regional Climate Resilience Project (RCRP).	<i>KPIs</i> <ul style="list-style-type: none"> <li>Budget variances are properly</li> </ul>

<ul style="list-style-type: none"> <li>▪ Review all new project commitments and ensure that they are only made against budgeted appropriations and report any exceptions to the Finance Officer</li> <li>▪ Review procurement procedures followed for award of contracts and ensure compliance with donor contractual requirements. Report exceptions to management</li> <li>▪ Perform regular monitoring of project actual expenditure against budget and report potential overruns to the Finance Officer and Financial Controller</li> <li>▪ Investigate variances and discuss with project owners of potential overspent above approved budget and seek justifications</li> <li>▪ Support preparation of project financial management reports for internal and external stakeholders and any other financial reports aligned to SADC reporting framework that may be required for the project;</li> </ul>	<p>analysed, well documented and reported on a timely basis to management</p>
<p><u>Accounting</u></p> <ul style="list-style-type: none"> <li>▪ Perform data-entry, recording, printing and filing of all project transactions</li> <li>▪ Ensure timely processing of project financial transactions in support of project execution</li> <li>▪ Compile project financial reports and any other financial reports that may be required for the project and perform relevant analysis and reconciliations to ensure completeness and accuracy</li> <li>▪ Develop and maintain document control processes for the efficient project management; user-friendly filing and document control system for recording and tracking of all accountable documents for the project team;</li> <li>▪ Retention (filing) of all accountable documentation to secure unqualified audit reports</li> <li>▪ Liaise with external auditors and provide relevant information for audit</li> </ul>	<p><i>KPIs</i></p> <ul style="list-style-type: none"> <li>▪ Accurate and timely submission of reports with reconciliation and analysis</li> <li>▪ No major audit findings on management of donor funds and non-compliance with donor rules and procedures</li> <li>▪ Uploaded documents in the shared Folder</li> </ul>
<p><u>Cash Management &amp; Control</u></p> <ul style="list-style-type: none"> <li>▪ Review for 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. Report any exception to the Finance Officer</li> <li>▪ Prepare monthly cash flow reconciliations and forecasts and submit to the Finance Officer</li> </ul>	<p><i>KPIs</i></p> <ul style="list-style-type: none"> <li>▪ No ineligible expenditure reported for the project</li> </ul>

<ul style="list-style-type: none"> <li>Prepare the Withdrawal Application for review by the Finance Officer for replenishment of funds to the Project.</li> </ul>	<ul style="list-style-type: none"> <li>Accurate and timely submission of cash flow reconciliations and forecast</li> </ul>
<u>Project support</u> <ul style="list-style-type: none"> <li>Support to Project Steering Committee (PSC) meetings and Technical Committee (TC) meetings and attend project meetings</li> <li>Support Evaluations, Audits, and contribute to Programme Management Unit (PMU) reports, Quarterly reporting, annual reports, Workplans, Strategic planning</li> <li>Provide inputs in the Close Out activities, and any other duty as may be required by the Project Coordinator and Finance Officer.</li> <li>Ensure that the financial management procedures outlined in the Contribution/grant agreement and other key documents such as SADC Financial regulations and the Financial manual are adhered to in the project financial management</li> <li>Carry out any other duties as may be delegated by the Project Coordinator, and or your supervisor</li> </ul>	

### Specific Dimensions of the Job

Job dimensions refer to the context in which the duties listed above are executed in the organisation.

<b>People Management Responsibility</b>
<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Specific Work Pressure, Working Conditions and Efforts</b>
<ul style="list-style-type: none"> <li>Incumbent is rarely or never expected to work overtime</li> <li>Incumbent is not expected to perform physically strenuous activities within the office</li> <li>Incumbent is expected to work in a sitting position on the computer for reasonable periods of time</li> <li>Work conditions will be mainly indoor and within a comfortable office environment</li> </ul>
<b>Decision Making and Authority Levels</b>
<ul style="list-style-type: none"> <li>Takes operational decisions regarding activities / tasks</li> </ul>

Independence and Supervision	
<ul style="list-style-type: none"> <li>Works under supervision</li> <li>Operates within generally regulated practices and procedures, with clear precedents, and has little room for exercising judgment</li> </ul>	
Working Relations, Communication and Influence	
<ul style="list-style-type: none"> <li>Requires intermediate writing, editing and verbal communication skills</li> <li>Must interact and communicate quite often with auditors and donors</li> </ul>	
Qualifications and Experience	
Education:	<ul style="list-style-type: none"> <li>-A minimum of a Bachelor's Degree in Accounting, Finance, or business management.</li> <li>-Studying a professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent</li> </ul>
Professional Certification:	<ul style="list-style-type: none"> <li>Exposure to professional financial management, accounting and audit training e.g. ACCA, CA, CIMA, CPA or equivalent.</li> </ul>
Specialised knowledge:	<ul style="list-style-type: none"> <li>Member of an internationally recognised accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent;</li> <li>Knowledge of SADC development issues</li> <li>Proficient in the use of computers and computer software relevant to financial management.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>At least 4 years of work experience in financial management within a public or private sector, regional or international organisation</li> </ul>
Skills Requirements	
<ul style="list-style-type: none"> <li>Communication skills</li> <li>Interpersonal skills</li> <li>Networking and relationship building skills</li> <li>Organisational skills (planning, time management, work prioritisation)</li> <li>Research, analytical and problem-solving skills</li> </ul>	
Competency Requirements	

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without too much close supervision
- Flexible and adaptable to change
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player

### **Contract Terms of Positions**

The initial contractual period for the positions of this project shall be **2 years** with the possibility of extension subject to funding and satisfactory performance in line with the SADC principles of Performance Management, and to its annual performance review and appraisal. The position will be based at the SADC Secretariat in Gaborone, Botswana. The successful candidate will be provided with an office and office equipment including a computer, with access to printing facilities to facilitate his/her work.

### **Expected Start of Duty**

It is expected that the recruited staff will report for duties as soon as the recruitment process is finalised.

### **Payment Terms**

The Individual Consultancy will be paid on a monthly base upon submitting the invoice