



TERMS OF REFERENCE

CONSULTANCY SERVICES FOR THE RESILIENT HEALTH SYSTEMS AND EMERGENCY PREPAREDNESS PROJECT–(FINANCE EXPERT)

1. Background

The Southern African Development Community (SADC) Secretariat has received financing from the African Development Fund towards the cost of the **Resilient Health Systems and Emergency Preparedness Project** and intends to apply part of the agreed amount for this grant to payments under the contract for a **Finance Expert**.

2. Outcomes and Impacts

2.1. Over the past decade, the Southern African Development Community (SADC) has made significant strides in strengthening emergency preparedness and response. Central to this progress is the SADC Disaster Preparedness and Response Strategy and Fund (2016–2030), which prioritizes risk understanding, disaster management information systems, and regional coordination mechanisms. In the health domain, the SADC Protocol on Health and the SADC guides member states in building resilient health systems, improving surveillance, and coordinating cross-border responses to health emergencies. These are complemented by the SADC Pooled Procurement Services (SPPS) Business Plan, launched in 2025, which aims to transform healthcare procurement by reducing costs, enhancing access to essential medicines, and promoting regional self-reliance. The SPPS adopts a hybrid model combining coordinated information sharing, group contracting, and centralized purchasing, with support from partners like WHO, UNFPA, and GIZ. These initiatives are further bolstered by the operationalization of the SADC Humanitarian and Emergency Operations Centre (SHOC) and the development of a regional Emergency Response Team (ERT), positioning the region to respond more effectively to public health and climate-related emergencies.

Despite these efforts, the implementation of SADC's emergency preparedness strategies has faced several operational and systemic

challenges. The SADC Humanitarian and Emergency Operations Centre (SHOC) in Nacala, Mozambique, is now operational and equipped with a Situation Room for real-time coordination. However, its integration with pandemic preparedness, national disaster management systems remain uneven, and its scope needs to expand to cover a broader range of hazards, including health, wildfires and earthquakes among others. The SADC Regional Pandemic Preparedness and Response Plan and the Disaster Preparedness and Response Strategy have laid a strong foundation, but progress has been slowed by limited financing, fragmented data systems, and insufficient human resource capacity at national and regional levels. Between 2020 and 2024, the region experienced over 120 disease outbreaks and more than 80 climate-related disasters, including cyclones, floods, and droughts, which exposed critical gaps in early warning systems, supply chain resilience, and cross-border coordination. Prevalent malnutrition significantly undermines the economic potential of regional member countries. This vulnerability is profoundly amplified during emergencies, emphasizing a critical need for integration of nutrition interventions within emergency related interventions. This project on emergency preparedness and resilience building will address these gaps by supporting digital integration of early warning systems, strengthening cross-border surveillance, capacity building for rapid response teams, and nutrition in emergencies, youth-led innovation in procurement and logistics, thereby enhancing the region's ability to respond swiftly and equitably to future crises.

As part of implementation of the **Resilient Health Systems and Emergency Preparedness Project**, SADC Secretariat is recruiting a **Finance Expert**. These Terms of Reference (ToRs) describe the responsibilities for the Finance Expert position.

3. Objective of the assignment:

The **Finance Expert** shall support the Project Implementation Unit (PIU) through financial management services for the implementation of the **Resilient Health Systems and Emergency Preparedness Project** within the Directorate of Social and Human Development (SHD)

4. Reporting Relationships

The Finance Expert shall report to the Project Coordinator–**Resilient Health Systems and Emergency Preparedness Project** within the Directorate of Social and Human Development (SHD) in coordination with the Finance Directorate.

5. Duration of Assignment

The duration of the assignment shall be **36 months**. The place of assignment will be at the SADC Secretariat in Gaborone Botswana.

6. Specific Tasks of Finance Expert

The Finance Expert will be part of the Project Team working on the implementation of the Project's activities and will assume ongoing activities including activities yet to be initiated.

Under the supervision and coordination of the Project Coordinator, she/he will be responsible for the specific finance activities needed for project implementation. The Finance Expert will among other tasks, carry out the following specific tasks without them being exhaustive:

- Preparing the annual and quarterly budgeting and work plans;
- 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 with the African Development Bank-funded projects financial management standards and the SADC Secretariat;
- Prepare quarterly, semi-annual, and interim financial statements report which should include comparisons between budgeted and actual expenditures, expected receipts against actual; and Annual Financial Statements for management monitoring purposes, as well as reporting to the AfDB and SADC and providing explanations on material variances in accordance with agreed time tables;
- Controlling income financial resources inflows, expenditures, and liquidity position periodically and preparing related reports;
- 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 of AfDB and SADC Secretariat;
- 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;
- Ensure that disbursement requests are prepared and submitted to the AfDB in a timely manner, in order to maintain the necessary cash-flows to support the implementation of project activities;
- The Finance Expert shall be responsible for ensuring full and continuous compliance of the Project's financial management arrangements with the financial provisions of the approved Project Appraisal Report (PAR), the Financing/Grant Agreement, and all applicable AfDB fiduciary requirements. The Expert shall proactively monitor compliance with financial covenants, disbursement rules and regulations, eligible

expenditure categories, and reporting obligations, and immediately recommend and implement corrective measures where risks of non-compliance are identified;

- Establish appropriate systems and records maintenance for the overseeing and managing the Project Special Account in line with the Bank rules and procedures;
- Maintain and periodically update the project fixed asset register and ensure physical verification of project assets.
- Coordinate annual external audits, ensure timely submission of audited financial statements, and follow up on implementation of audit recommendations.
- Establish, maintain and periodically review internal control systems and financial risk management arrangements to safeguard project resources.

7. Qualifications and Experience

The Finance Expert will possess the following qualifications and experience:

- Bachelor's degree in Accounting, Finance or related degree in accounting field. A Master's degree is an added advantage.
- Professional accounting qualification (ACCA, CA, CIMA, CPA or equivalent).
- Active membership in a recognised professional accounting body.
- Minimum of eight (8) years' relevant experience in financial management.
- At least three (3) years' experience managing donor-funded projects.
- Demonstrated experience with projects financed by AfDB, World Bank, EU or other multilateral development partners (strong advantage).
- Experience working in multi-currency and international project environments.
- Proven experience in internal control systems and audit coordination.
- Advanced proficiency in Microsoft Excel and experience with automated financial management systems.
- Fluency in English. Knowledge of Portuguese and French would be an added advantage.

8. References

Candidates must include 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.

9. Terms of Execution

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

Deliverable	Key Output
Implementation of the approved budget for the Project	Payments made within the agreed timelines
Submission of reports, filing of all finance documents and supporting documents for all payments	Filing completed and signed by relevant signatories

Upon notification of the contract, the expert will review the terms of its mission and report all points requiring additional information or clarification. He/she will contact the Project Management Team (PMT) to collect all the information, instructions, and guidelines governing the conduct of the assignment.