



**PROGRAMME FOR IMPROVING FISHERIES GOVERNANCE
AND BLUE ECONOMY TRADE CORRIDORS IN SADC REGION
(PROFISHBLUE)**

**REQUEST FOR EXPRESSION OF INTEREST
FINANCE EXPERT (*Individual consultant*)**

Grant No.: 2100155041084

Date: 13th January 2022

1. The Southern African Development Community (SADC) Secretariat has received financing from the African Development Bank (AfDB), being a grant under the African Development Fund (ADF) to finance the Programme for Improving Fisheries Governance and Blue Economy Trade Corridors in SADC region (PROFISHBLUE). The Secretariat plans to apply part of the agreed amount for this grant to payments under the contract for **FINANCE EXPERT**.
2. The Finance Expert ensures the keeping of the PROFISHBLUE project's accounts (including for the Project on Macroeconomic Stability and Financial Integration under the terms and conditions of the two Projects. He/she is in charge of all activities related to the two projects. He (she) will be based at the SADC Secretariat in Gaborone and will sign a performance contract with the Coordinator of the Project Implementation Unit (PIU) of the PROFISHBLUE project. The contract will be for a duration of 3 years however; the consultant will only be retained after satisfactory performance evaluation at the end of each year of within the contract.
3. Scope of Work:
 - 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 reports 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;

- Prepare regular reports on expenditure and budget control;
- 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;
- Ensure strict adherence to the Banks disbursement rules and regulation at all times throughout the project; and
- Establish appropriate systems and records maintenance for the overseeing and managing the Project Special Account in line with the Bank rules and procedures.

4. The SADC Secretariat now invites eligible individual consultants to indicate their interest in providing these services. Interested individual consultants must provide information indicating that they are qualified to perform the services. The consultant must have the following qualification, essential Skills and competencies:

- A minimum of Bachelor's Degree in Accounting, Finance, business management with a professional qualification as CA, Master's in Business Administration (MBA), 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;
- 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;
- 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;
- Experience of working in international projects/organizations dealing with multiple currencies;
- Fluency in English. Knowledge of Portuguese and French would be an added advantage; and
- Computer literacy and competence, Microsoft Word, Excel, Access, Power Point.

5. Eligibility criteria, establishment of the short-list and the selection procedure shall be in with the Bank's Procurement Policy for Bank Group Funded Operations dated October 2015 and in line with the provisions stated in the Grant Agreement. The Bank's

Procurement Policy is available on the Bank's website at <http://www.afdb.org>. Terms of Reference (TORs) will be shared with all short-listed candidates.

6. Consultants will be Evaluated basing on criteria below:

Level of education in general	10%
Educational level compared to the field of mission	30%
Years of experience in general	20%
Number of years of experience relevant to the mission	40%

Only applicants scoring 75 points and above shall be considered for the shortlist. Not more than 2 candidates from the same country shall be short-listed. All the consultants shall be ranked and the highest ranked consultant will be selected for the said assignment if agreement is reached on the price and other terms of the ensuing contract.

7. Interested consultants may obtain further information at the address below during office hours from 8:00 am to 5:00 pm Botswana time.
8. Expressions of interest must be submitted electronically via this email: financefisheries@sadc.int by **Monday 31st January 2022 at 3:00pm** local time and mention "**Finance Expert**".

Attn: Acting Senior Procurement Officer

The Procuring entity: SADC Secretariat

Contact person: Acting Head of Procurement

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