

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)**

ECOWAS - Regional Off-Grid Electricity Access Project(ROGEAP) Additional Financing

Selection of an Individual Consultant as Financial Management Specialist

The Economic Community of West African States (ECOWAS Commission) has received a grant from the World Bank to implement the Project, “***Regional Off-Grid Electricity Access Project (ROGEAP)***”, and intends to apply part of the proceeds for the **Selection of Individual Consultant as Financial Management Specialist** .

The consulting services (“the Services”) include the followings as shown below and the duration of the contract shall be for **an initial period of one (1) year renewable for a total up to 5 years based on satisfactory performance**. The consultant is expected to be hosted in the ECOWAS’s office in Abuja, Nigeria (full time and/or home-based depending on COVID-19 restrictions). Activities to be performed by the Financial Management Specialist include but are not limited to the following:

Supervision

- S/he is in charge of supervising all accounting staff of the project and all activities that have financial implications for the project. S/he will ensure the adequacy of the accounting staff by their coaching and continuous professional development;
- S/he acts as liaison with external auditors and other review missions to ensure maximum access to financial and other records.

Financial Management

- S/he assures that all financial management procedures put in place are in conformity with the Project Operation Manual (POM) and responsible for reviewing and recommending for implementation, all necessary amendments and updates to the procedures as contained in this manual;
- S/he takes responsibility for preparing the draft PIU budget and work program;
- S/he makes proposals and ensures the timely submission to the IDA, project funds replenishment and re-allocation requests;
- S/he controls and supervises the movement of funds in and out of the project accounts;
- S/he supervises the preparation and acts as primary signatory to all checks direct transfer payments of the project.
- Recommends and administers an appropriate and properly functioning financial management system, for the timely preparation of reports.

Procurement of Goods and Services

- S/he assures the strict compliance to procedures for the purchase of goods and services;
- S/he assures a rigorous control of expenditure in line with the budgetary provisions;
- S/he ensures compliance with contract clause in respect of commitment of goods and/or services before the disbursement of project funds;

Accounting

- S/he controls and approves the preparation of the project financial statements;
- S/he reviews and authorize all payment/receipt vouchers to ensure their validity and correct posting through pre-audits;
- S/he reviews the project accounts (cash books and ledger) to ensure accurate updating and maintenance;
- S/he approves the monthly bank reconciliation statements for all project accounts;
- S/he reviews on a regular basis, all accounting records (vouchers, invoices and other supporting documents) to ensure that they are properly filed in an efficient manner and in accordance with recommended practice;
- S/he controls all disbursement operations in particular payment of contractors and consultants' certificates, and other invoices for service providers and maintains a professional relationship with suppliers and other beneficiaries;
- S/he administers all project funds through regular preparation and updating of disbursement plans/schedules

The ECOWAS Commission invites eligible Individual Consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. *The shortlisting criteria are as follow:*

Qualification

- Master’s Degree in accounting, finance, business administration or related field
- Valid Certified Public accountant or chartered accountant status is a plus

Experience and skills

- Have a minimum of 5 years of experience in financial and accounting management position or in handling finance and accounting responsibilities
- Familiarity with the World Bank-funded project financial management procedures will be an added advantage
- Have experience on ECOWAS rules and procedures in term of external funding will be an asset;
- Possess good computer skills; experience in using a financial and accounting management software program like SAP/ERP or equivalent,
- Good interpersonal relationship skills.
- Ability to develop financial reports
- Ability to work in a team
- High levels of persuasive, articulation and communication skills;
- Ability to facilitate communication between various levels of management and different stakeholders
- Ability to work independently and in a challenging environment to meet deadlines and
- Willingness and capacity to perform fieldwork, and in-country travel when required

Language

Candidates must speak and write fluent French and English; and have excellent written, presentation and reporting skill.

Note: Citizens of ECOWAS member States are particularly encouraged to apply for this consultancy.

The attention of interested Consultants is drawn to paragraph 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing – Goods, Works, Non-Consulting and Consulting Services, July 2016, setting forth the World Bank's policy on conflict of interest in Consulting Services.

A Consultant will be selected in accordance with the *Selection of Individual Consultant* set out in the Consultant Guidelines. For more details on the ROGEAP Project background and the Consultant job description and selection criteria, please to refer to the attached TORs.

Further information can be obtained at the address below during office hours *Monday to Friday from 9.00 a.m to 5.00 p.m (GMT + 1) Local Time*,

**ECOWAS Commission, Directorate of General Administration,
Attention: Head of Procurement,
Procurement Division, Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja,
NIGERIA.**

E-mail: sbangoura@ecowas.int with copy to sdouka@ecowas.int; amahamidou@ecowas.int; afallah@ecowas.int; gobasi@ecreee.org;

Expressions of interest must be delivered in a written form in (person, or by mail, or by e-mail) to the address below, by **30th April 2021 at 11.00 a.m (GMT + 1)**.

i) Electronically to the email addresses below:

E-mail: sbangoura@ecowas.int with copy to sdouka@ecowas.int; amahamidou@ecowas.int; afallah@ecowas.int; gobasi@ecreee.org;

ii) Delivered in a written form (one (1) signed original plus three (3) copies in (person, or by registered mail) to the physical address:

ECOWAS Commission , Procurement Division, First (1st) Floor of the ECOWAS Commission Headquarters, **Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja, NIGERIA.**

Commissioner, General Administration & Conference