

**Call for candidates****Selection of a consultant service provider / Finance assistant for PAGR-SANAD project.**

Reference	ARAA/ PAGR-SANAD /2021/SCI/09 24
Publication date	19 MARS 2021
Deadline for Submission	08 AVR 2021
Number of years of experience	02 years of experience

I. Context

As part of the implementation of ECOWAP, the project for Improving the Governance of Resilience and Food and Nutritional Security and Sustainable Agriculture in West Africa (PAGR-SANAD) was formulated. This is a regional program for the benefit of Inter-Governmental Organizations (ECOWAS, UEMOA, CILSS) and Regional Professional Organizations (RPOs), funded by the European Union (EU-ECOWAS-UEMOA Convention). The action is mainly aimed at improving governance in the SANAD & Resilience domain in West Africa and the Sahel: 15 countries in West Africa and 2 countries in the Sahel (Chad, Mauritania). It falls under objective 3.1 of the 11th EDF Regional Indicative Program for West Africa.

The overall objective of the project is to strengthen the governance of FNSSA, in order to ensure, given the economic and environmental risks, a better access to food and a better nutritional impact, and to strengthen the resilience of vulnerable populations while promoting inclusive economic and social growth.

For the implementation of the said project, the funds dedicated to the ECOWAS components are lodged at CILSS under the supervision of the Financial Expert in charge of the management of the ECOWAS funds. To this end, the Directorate of Agriculture and Rural Development (DADR) through the Regional Agency for Agriculture and Food (RAAF) wishes to recruit a financial assistant provider to support the Financial expert.

II. Main tasks

Under the direct supervision of the Financial Expert in charge of the management of ECOWAS funds based at the CILSS Executive Secretariat, he (she) is responsible for supporting the administrative and financial management of the project:

- The preparation, execution and monitoring of budgets;
- Cash management;
- Preparation of payments;
- Financial monitoring of implementing partners;

- The preparation of financial reports and audits, etc.

III. Qualifications, Skills and experience

The applicant must have the following qualifications and experience:

- Diploma in Finance / Accounting or equivalent of Bac + 2 ;
- 2 years of experience in administrative, financial and accounting management (experience in a non-governmental organization / international organization preferably would be an asset);
- Experience in preparing and monitoring the implementation of budgets, managing payments and contracts, monitoring and financial reporting, and preparing for project audits;
- Experience in monitoring grants ;
- Experience in logistics and contracting;
- Experience in managing cash advances to staff and implementing partners;
- Dynamic, proactive, initiative and entrepreneurial spirit, great capacity for learning, good team spirit;
- Mastery of financial and accounting standards and procedures;
- Proficiency in the main MS Office applications.
- Have the ability to work in a multicultural environment and adapt to the pace of work;
- Have the ability to work with minimal supervision and take initiative;
- Ability to find solutions to problems and take corrective action;
- Have a high level of integrity and good personal conduct;
- Ability to perform multiple field trips;
- Good oral and written communication skills;
- Rigorous work ethic and organizational and prioritization skills;

IV. Language

Have a perfect command of one of the official languages of ECOWAS: French, English and Portuguese. A good written/spoken knowledge of a second language will be an asset.

V. Location and duration of the service

- The Consultant will be based at the CILSS Executive Secretariat in Ouagadougou, Burkina Faso;
- The duration of the mission is twelve (12) months with the possibility of renewal depending on the availability of funds and the performance of the consultant;
- The mission will start within two weeks at the latest following the signing of the intellectual service contract.

VI. Applications file

The application file is made up :

- A letter of expression of interest, including the period of availability;
- A recent resume detailing work experience and similar missions;
- Three professional references (surnames and first names, current functions, functions at the time of the collaboration with the Consultant, email and telephone contacts);
- Certified copy of the highest diploma;
- Copy of certificates of work or service rendered, listed in the curriculum vitae.
- A detailed methodology and a work plan for the execution of the mission (applicants can download the terms of reference of the mission for this purpose) .

NB : Any incomplete file will be rejected.

VII. Submission of applications

Nominations are received by the 08 AVR 2021 17 h 00 min GMT deposition in person or by email at: Regional Agency for the Agriculture and the Food (ARAA), 83, rue des Pâtures (Super Taco), 01 BP 4817 Lomé, Togo • Tel. + 228 22 21 40 03 (in a sealed envelope bearing the mention " **Selection of a consultant service provider / Finance assistant finance for PAGR-SANAD project.** " "

Email: procurement.consultants@araa.org

Subject : " **Selection of a consultant service provider / Finance assistant finance for PAGR-SANAD project.** " .

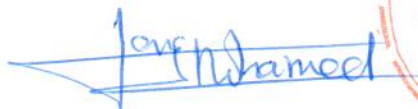
Note: Applications which are not marked " **Selection of a consultant service provider / Finance assistant finance for PAGR-SANAD project.** " " **will not be considered.**

VIII. Selection method

The Consultant will be selected according to the qualification-based selection method as defined in the ECOWAS Code. An interview session may be organized with a short list of consultants

Only shortlisted applications will be contacted. ARAA reserves the right not to act on this call of candidates.

For the Executive Director



ZONGO Mohamed

Head of the Administration and Finance Division

