

COMISSÃO DA CEDEAO

COMMISSION DE LA CEDEAO

Agence Régionale pour l'Agriculture et l'Alimentation

ARAA



ECOWAS COMMISSION

Regional Agency for Agriculture and Food

RAAF

Call for entries

**Selection of an accounting assistant for the Programme
Régional d'Intégration des Marchés Agricoles (PRIMA).**

Reference :	ARAA/PRIMA/2025/SCI/12
Publication date	March 26, 2025
Response deadline	April 25, 2025 at 00:00 GMT

1. Context

The governments of the Republic of Benin and the Republic of Togo have agreed with IFAD to set up a regional think-tank aimed at boosting agricultural production by increasing agricultural trade between the two countries. The aim is to intensify intra-community trade within ECOWAS, in line with the long-term vision of a continental African Free Trade Area (CAFTA).

The Regional Program for the Integration of Agricultural Markets (PRIMA) responds to requests from the governments of Benin and Togo for a regional program for the integration of agricultural markets in the spirit of the Free Trade Area of the African Continent (FTAAC) at sub-regional and continental levels. Both countries emphasize the need for a more integrated agricultural trade zone, in particular to strengthen their position in the main ECOWAS trade corridors and in line with the African Union's Agenda 2063 and NEPAD's sector strategy.

The design of PRIMA was based on (i) lessons learned from the implementation of IFAD programmes in Benin and Togo; (ii) the political priorities and development strategies of the two countries; (iii) the United Nations' SDGs and IFAD's strategic and political priorities; (iv) the African Union's Agenda 2063; and (v) exchanges of information with other technical and financial partners.

PRIMA was approved by IFAD's Executive Board in December 2020.

2. Brief presentation of the program

PRIMA's overall objective is to stimulate regional agricultural trade to create jobs for women and young people, raise incomes and improve food security and nutrition for the rural poor.

The development objective is to support the sustainable transformation of family farming in Benin and Togo by improving the performance of sub-regional trade hubs and cross-border transport corridors, while promoting rural entrepreneurship for young people and women, and fully integrating into national and sub-regional markets.

PRIMA will be implemented through two national projects (PRIMA-Benin and PRIMA-Togo) over a 6-year period (from 2022 to 2028), with a particular focus on cross-border trade corridors common to both countries and to other ECOWAS countries. PRIMA's regional dimension will be coordinated by a regional technical assistance unit (UniRAT) housed within the Regional Agency for Agriculture and Food (RAAF) based in Lomé, Togo. It will mainly support regional coordination, monitoring-evaluation and knowledge management, market integration, policy dialogue and implementation of citizen engagement.

The program comprises three technical components and a fourth coordination and fiduciary management component. The technical components are: i) Market integration and rural entrepreneurship; ii) Transformation of family farming adapted to climate change; iii) Policy dialogue and citizen engagement.

Component 1: Market integration and rural entrepreneurship

Component 1 will support activities aimed at improving the performance of existing logistics and marketing infrastructures that promote the flow of agricultural products in subregional and cross-border trade corridors by (i) opening up rehabilitated production areas to regional agricultural markets with consistent and permanent accessibility (rural roads), (ii) rehabilitating and improving the quality of existing semi-wholesale markets, (iii) ensuring sustainable management and maintenance of public economic infrastructures, (iv) strengthening the entrepreneurial capacities of young people, women and POs involved in this regional initiative.

Component 2: Transformation of family farming adapted to climate change

Component 2 is made up of the following three sub-components: (i) Sustainable management of transboundary watersheds; (ii) Development and sustainable management of small-scale irrigated perimeters; (iii) Improvement of family nutritional security and support for the integration of women. Potential areas of intervention will be specified during the formulation mission. This component will develop synergy and complementarity with IFAD's current project portfolio, with an emphasis on agro-entrepreneurship.

Component 3. Political dialogue and civic engagement

This component aims to strengthen regional economic integration, including the participation of farmers' organizations in ECOWAS decision-making bodies and other regional mechanisms for steering cross-border agricultural market strategies. The program will help to alleviate trade policy constraints linked to inter-regional trade, in particular non-customs policies. This approach will help identify regulatory gaps (standards, quality of agricultural products).

The aim of this component is to build the capacity of PRIMA's target groups and key partners at all levels to advocate public policies more conducive to market integration. One set of activities will be linked to data collection, studies and analysis to define a policy dialogue agenda. The other will focus on building stakeholder capacity to better monitor and evaluate PRIMA implementation, with regular proposals on improvements and lessons learned to be fed into policy dialogue (citizen engagement).

The Program will support the integration of more efficient and effective cross-border territorial markets within regional trade corridors, leading to a structural transformation of market-oriented family farming to ensure a better income for 90,000 vulnerable rural households (516,000 people). Regional trade integration will be achieved through significant investment in the development of a coherent network of economic infrastructure, including the rehabilitation and sustainable management of nine cross-border semi-wholesale markets, 18 territorial collection centers and 500 km of rural roads. Beneficiaries will be involved in management and maintenance. The opening-up of production basins and the growing demand resulting from this regional network of rehabilitated markets will be met by a 30% increase in production (rice, market gardening, associated crops), made possible by the development of climate-resilient agriculture on 16,000 ha of sub-watershed land surrounding 4,000 ha of plains and lowlands. It will also facilitate cross-border management of natural resources.

Effective policy dialogue, enriched by timely and inclusive citizen feedback mechanisms, will enable PRIMA to be more strategic, systemic and inclusive. It will achieve this by (i) filling gaps in existing regional and national policies (i.e., removing physical and non-physical barriers to efficient cross-border agricultural trade between the two countries); and (ii) expanding access to other major regional and intra-regional markets for the benefit of small, vulnerable producers, especially youth and women.

From a policy point of view, the program will adopt a more comprehensive approach necessary for deeper cross-border integration. Indeed, improving infrastructure and facilitating trade procedures are important for boosting agricultural trade, as products are perishable and can be quickly affected by inefficient customs or lack of infrastructure. Non-tariff measures will also be needed to boost intra- and extra-regional trade in both countries by harmonizing rules of origin and standards, as well as product standards in line with ECOWAS and UEMOA guidelines. The provision of technical assistance to individual companies (particularly small and medium-sized exporters) is essential to help companies comply with regional and international standards. This is vital for improving the quality of exported products and in the production of goods that can be sold on regional and international markets. It is essential to make rules and procedures more transparent on customs websites in order to reduce the costs induced by non-tariff barriers and thus enable easier and more effective implementation.

The inclusion of young people, women and people with disabilities, so that they can benefit from increased business opportunities, will involve program activities linked to entrepreneurship training and business plan funding for 540 "agripreneurs" and 1,200 initiatives through rural youth and women's cooperatives.

The program's specific set of pro-nutrition and gender-specific activities, including women's land rights, gender-sensitive value chains (i.e. moringa, peanut butter) and enterprises (rice processing), as well as the expected increase in income from commercially integrated regions, will be conducive to improving family food, nutrition and food security of targeted households.

3. Roles/Responsibilities

Reporting to the ARAA Head of Administration and Finance, as well as to the PRIMA Regional Coordinator, the Financial Analyst is responsible for supporting the RAAF in the administrative and financial management of the Program.

The position will be based in Lomé, Togo at the ECOWAS Regional Agency for Agriculture and Food (RAAF).

In this role, he/she will be responsible for the following tasks:

- Supporting Project Management Units (PMUs) in Benin and Togo;
- Monitor and update the Program's financial situation ;
- Make accounting, analytical and budgetary allocations;
- Review supporting documentation for completeness, accuracy and validity, in accordance with applicable policies, procedures, rules and regulations;
- Regularly update accounting documents (journals and accounting books) according to the defined system and keep computerized accounts using SAP software, giving details for each category of expenditure, component, sub-component, beneficiary and source of funding (exhaustive entry of financial and accounting transactions in the respective journals);
- Keep the accounts for the regional component of the Program ;
- Produce financial monitoring reports and program dashboards showing disbursements, commitments, invoices received and paid, budget execution, market monitoring for each contract or letter of agreement;
- Prepare withdrawal requests and all documentation required for disbursements in accordance with donor guidelines;
- Ensure that the accounts are regularly replenished for the prompt payment of expenses incurred under the Program;
- Prepare cheques and transfer orders for payment of supplier invoices;
- Classify accounting records and vouchers in their respective files;
- Produce monthly bank reconciliation statements for the Program component accounts and output the cash position;
- Prepare financial statements for audit or other control purposes;
- Make themselves available and provide all necessary information and documentation (in relation to financial and accounting aspects) during audits, controls and supervision missions;
- Maintain and update the fixed asset register, including required changes to fixed assets in the SAP system (disposals, write-offs, changes to master data);
- Participate in the physical inventory of assets financed by the Program;
- Participate in budget preparation and follow up on a regular basis in the SAP accounting system;
- Make proposals and contribute to the updating of the procedures manual in relation to the operations of the accounting department;
- Retrieve and make available relevant supporting documents and information for internal and external audits;
- Carry out all other tasks related to the position.

4. Qualifications, experience, skills

4.1 Qualifications

- Hold a degree (BAC + 3) in Accounting, Management, Finance or Economics;
- Proven computer skills to communicate using various tools, and produce/edit financial documents.

4.2 Experiences

- At least five (5) years' experience in administrative, accounting and financial management in a private or public structure, including at least three (03) years in bookkeeping for development programs or projects financed by the main technical and financial partners (IFAD, IDA/World Bank, ADB, AFD, EU, Global Health Fund, etc.);
- Experience in a regional development program will be an asset;
- Familiarity with the accounting and financial operations of IFAD-financed projects will be an asset;
- At least proven experience in budgetary and accounting consolidation of multiple data from multiple structures.

4.3 Skills

- Financial and budgetary management skills for development projects;
- Proven skills in procurement and contract monitoring: drafting of administrative procurement documents, drafting of contracts and minutes, definition of award criteria, administrative and financial monitoring, participation in tender evaluation committees;
- Good knowledge of international accounting and auditing standards;
- Excellent Excel skills, particularly in database analysis and reprocessing;
- Proficiency in accounting software - knowledge of SAP software would be an asset;
- Good knowledge of the rules and procedures for disbursing projects financed by major donors, particularly IFAD, is an asset;
- Moral and professional integrity and the ability to work in a multidisciplinary team under pressure;
- Ability to travel in the field;
- Very good command of office automation tools (Word, Excel, PowerPoint, etc.);
- Fluency in French or English.

5. General conditions for all positions

- The consultant will be based in Lomé, Togo, at the headquarters of the Regional Agency for Agriculture and Food;
- The duration of the contract is one year, renewable after satisfactory evaluation and depending on the availability of resources.
- The mission is full-time and excludes any other commitment incompatible with this condition.
- The Consultant is asked to refrain from any situation that could put him/her in conflict.

6. Selection procedures

6.1 Eligibility and qualifications

The ECOWAS Commission, through the Regional Agency for Agriculture and Food (RAAF) hereby invites individuals to express their interest in providing the required services by providing information demonstrating that they possess the necessary qualifications and relevant experience to carry out the assignment. The criteria for qualifications and experience are best described in the terms of reference.

The attention of interested individual consultants is particularly drawn to Article 117 of the revised ECOWAS Public Procurement Code ("Offences committed by candidates, tenderers and successful tenderers"), which provides information on corrupt or fraudulent practices in the competition or execution of a contract. In addition, please refer to the following specific information on conflicts of interest related to this assignment in accordance with article 118 of the revised ECOWAS Public Procurement Code.

6.2 Application form

The application file consists of :

- A cover letter, including a deadline for availability;
- A recent curriculum vitae detailing professional experience and similar assignments
- Three professional references (first and last names, current position, position at the time of collaboration with the Consultant, email and telephone contacts);
- Copy of highest diploma in Accounting, Management, Finance, Economics;
- Copies of work or service certificates listed in the curriculum vitae.
- Self-certification form (see Appendix 1)

6.3 Receipt of applications

- Deadline for receipt of applications: April 25, 2025 at 00: GMT.
- Submission links: applications must be submitted by download to the Drive address: <https://bit.ly/4iVY3QV>
- Application format: the application must be in the form of a single PDF file.
- ARAA reserves the right not to consider applications that do not comply with the above submission requirements.

6.4 Selection method

A consultant will be selected according to the individual consultant selection method described in the ECOWAS "Procurement Regulations". An interview to assess knowledge, skills and abilities may be organized with the best candidates. Only short-listed candidates will be contacted. In the event of equal qualifications, preference will be given to female candidates. The ARAA reserves the right not to proceed with this notice.

This is a recruitment of national consultant it is open to any eligible candidate, however the conditions of remuneration and reimbursable expenses are established accordingly.

6.5 Request for further information

Interested consultants can obtain further information by writing to the following e-mail addresses: procurement@araa.org cc : ctienon@araa.org , lbarnabo@araa.org , bkpessiglo@araa.org with «**SCI12-PRIMA-Assistant Comptable**» in the subject line.

Appendix 1

Self-certification form

The successful tenderer is required to complete this self-certification form. This form must be attached to the signed contract to be submitted by the successful bidder to *[name of purchasing entity] [give e-mail address]*. Instructions for completing this form are given below.

Company name of successful bidder:	
Name and function of the legal representative of the successful bidder :	
Contract name and number :	
Project for which the contract was signed :	
Countries:	
Date:	

I hereby certify that I am the authorized representative of **[name of successful bidder]** and certify that the information given in this document is, in all material respects, accurate and that any material inaccuracy or misrepresentation or failure to provide the information requested in this self-certification may result in sanctions or corrective action, including suspension or termination of the contract between the successful bidder and the purchasing entity, as well as permanent ineligibility for activities and operations financed and/or managed by IFAD, in accordance with the Guidelines for Procurement of Projects, IFAD's Practical Guide to Procurement and other applicable policies and procedures of the Fund, including **IFAD's Policy on Preventing Fraud and Corruption in IFAD's Activities and Operations** (available at <https://www.ifad.org/en/document-detail/asset/40189695>), and the **Policy on the Prevention and Suppression of Sexual Harassment, Exploitation and Abuse** (available at <https://www.ifad.org/fr/document-detail/asset/40738506>).

Authorized signature : _____ **Date :** _____

Name of signatory in capital letters : _____

- The successful tenderer certifies that neither it nor its director(s), partner(s), owner(s), essential personnel, agent(s), subconsultant(s), subcontractor(s) or consortium or joint venture partner(s) have engaged in **ANY** corrupt, fraudulent, collusive, coercive or obstructive practices in connection with this procurement procedure and contract.
- The successful bidder declares that he and/or any of his directors, partners, owners, essential personnel, agents, _____ sub-consultants, subcontractors, or partners of its consortium or joint venture has been subject to the following convictions, administrative sanctions (including exclusions pursuant to the Agreement on the Mutual Enforcement of Exclusion Decisions, also known as the "Cross-Exclusion Agreement"²) and/or temporary suspensions:

Type of measure (criminal conviction, administrative sanction or temporary suspension)	Pronounced by	Name of convicted, sanctioned or suspended party (and relationship to successful bidder)	Grounds for the measure (fraud in obtaining a contract or corruption in the performance of a contract)	Date and duration of measurement

If no criminal conviction, administrative sanction or temporary suspension has been handed down, please indicate "none".

- The successful bidder certifies that its director(s), owner(s) and employee(s), as well as the personnel of its agents, subconsultants, subcontractors or partners in its consortium or joint venture are not subject to **ANY** criminal conviction, administrative sanction or investigation for sexual harassment, sexual exploitation or sexual abuse.
- The successful bidder certifies that neither he, nor his owner(s), agent(s), subconsultants, subcontractors, or partners in its consortium or joint venture have **ANY** actual, potential, or reasonably likely to be perceived conflict of interest, and specifically that:
 - they do not have, nor do they reasonably appear to have, any actual or potential majority partner in common with one or more parties to the procurement procedure or to the performance thereof;
 - they do not have, nor reasonably appear to have, actually or potentially the same legal representative as any other bidder for the purposes of this bid or the performance of this contract;
 - they do not have and do not reasonably appear to have, actually or potentially, either directly or through third parties in common, any relationship that would allow them to have access to undue or confidential information relating to the procurement process and the performance of this contract, to influence the procurement and performance of this contract, or to influence the Purchasing Entity's decisions concerning the selection process followed for this invitation to tender or during the performance of the contract;
 - they have not tendered, nor do they appear potentially or reasonably likely to tender, for several bids in the present procedure;
 - they have no actual or potential professional or family relationship with any member of the Board of Directors of the Purchasing Entity or its staff, with the Fund or its staff, or with any other person who has been or could reasonably be expected to be involved in any way, directly or indirectly, i) in the preparation of the tender documents, ii) in the selection process for the award of this contract, or iii) in the performance of the said contract, unless the actual, potential or reasonably likely to be perceived conflict arising from this link has been explicitly authorized in writing by the Fund.
- [To be completed only if the previous boxes have not been ticked].**

The successful tenderer hereby declares the existence of any actual, potential or reasonably likely to be perceived conflicts of interest which might affect or which, in the eyes of others, might reasonably appear to call into question in any way the impartiality of the procurement process, including the selection procedure and the

performance of the contract, it being understood and acknowledged that it will be left entirely to the Fund's discretion to take any action it deems desirable once these elements have been brought to its attention:

[Please describe in detail any actual, potential or reasonably perceived conflicts of interest, including the nature of the conflict and the personnel, owner(s), agent(s), subconsultant(s), subcontractor(s), consortium or joint venture partner(s) involved].

- The successful tenderer certifies that **NO** gratuity, remuneration, commission, gift or other item of value not included in the tender has been or will be given or paid in connection with this procurement procedure and contract.

OR

- [To be completed only if the previous box has not been ticked**

The successful tenderer declares that the following gratuities, remuneration, commissions, gifts or other items of value have been or will be given or paid in connection with this procurement and contract:

[Beneficiary name/address/date/reason/value].

[Beneficiary name/address/date/reason/value].

- The successful bidder agrees to inform the purchasing entity of any material changes to this self-certification form throughout the term of the contract.