



ECOWAS Commission
Department of Agriculture, Environment and Natural Resources
Directorate of Agriculture and Rural Development

Terms of Reference

Recruitment of a Service Provider / Finance Assistant



February 2021

I. Background

As part of the implementation of ECOWAP, the Improving Governance for Resilience and Food and Nutrition Security and Sustainable Agriculture in West Africa (PAGR-SANAD) project was formulated. This is a regional program for the benefit of Inter-Governmental Organizations (ECOWAS, WAEMU, CILSS) and Regional Professional Organizations (RPOs), financed by the European Union (EU-ECOWAS-WAEMU Agreement). The action mainly aims at improving governance in the Food and Nutrition Security and Sustainable Agriculture (FNSSA) domain in West Africa and the Sahel: 15 West African countries and 2 Sahelian countries (Chad, Mauritania). It falls under objective 3.1 of the Regional Indicative Program of the 11th EDF 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 ECOWAS components are housed at CILSS under the supervision of the Financial Expert in charge of the management of ECOWAS funds. To this end, the Directorate of Agriculture and Rural Development (DARD) through the Regional Agency for Agriculture and Food (RAAF) wishes to recruit a financial assistant 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 flow management;
- Preparation of payments;
- Financial monitoring of the implementing partners;
- Preparation of financial reports and audits, etc.

III. Qualifications, skills and experience

The applicant must have the following qualifications and experience:

- Degree in Finance / Accounting or equivalent level of Bac+2 ;

- 2 years of experience in administrative, financial and accounting management (experience in a non-governmental organization / international organization would be an asset);
- Experience in the preparation and monitoring of budget implementation, payment and contract management, financial monitoring and reporting, and preparation of project audits;
- Experience in grant monitoring;
- Experience in logistics and procurement;
- Experience in managing cash advances to staff and implementing partners;
- Dynamic, proactive, initiative and entrepreneurial spirit, strong learning capacity, good team spirit;
- Mastery of financial and accounting standards and procedures;
- Mastery of the main MS Office applications.

IV. Additional information

The applicant must:

- 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;

V. 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.

VI. Location, Duration and start of the assignment

- The contractor 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.

VII. Application package

The application package is made up:

- A letter of expression of interest, including the period of availability;
- A recent curriculum vitae detailing professional experience and similar missions;
- Three professional references (first and last names, current position, position at the time of the collaboration with the service provider, email and telephone contacts)
- Certified copy of the highest degree;
- Copy of attestations of work or service rendered, listed in the curriculum vitae.

NB : Any incomplete file will be rejected.

VIII. Method of selection

The Service provider will be selected according to the qualification-based selection method. An interview session may be organized with a short list of pre-selected consultants.

Only shortlisted applications will be contacted.

The RAAF reserves the right not to proceed with this recruitment.