



Regional Agency for Agriculture and Food  
Agence Régionale pour l'Agriculture et l'Alimentation  
Agência Regional da Agricultura e Alimentação



## Terms of reference

**Selection of a bilingual Junior Consultant to support RAAF's  
audit/internal control activities.**

**Reference :** ARAA/BUDGET/2026/SCI/017

**Publication date :** June 22, 2026

**Deadline for response :** July 21, 2026



## 1. Background and rationale

The mandate of the Regional Agency for Agriculture and Food is: "to ensure the technical execution of regional investment programmes and plans contributing to the operationalization of the ECOWAS agricultural policy, relying on regional institutions, organizations and actors with proven skills".

As part of the execution of this mandate, it coordinates several regional projects implemented in more than sixteen (16) countries, including the twelve (12) Member States of ECOWAS. To better ensure the fiduciary management of its projects and to cope with the increase in its volumes, the RAAF wishes to recruit a junior consultant to support the fiduciary audit teams.

As of 31 December 2025, more than a dozen (12) projects and more than a hundred (100) sub-projects (project leaders) benefited from financing from the main ECOWAS donors.

The Junior Consultant is also called upon to support other ECOWAS structures based in Lomé, namely: the Project Preparation and Development Unit (PPDU), Information Technology Services (ITS) Lomé and the ECOWAS Permanent Representation in Togo, including internal services (finance, accounting, procurement, administration, human resources, IT, etc.). legal services) are pooled within a pooling of services.

## 2. Objective and scope of the mission

Placed under the coordination of the Executive Director of RAAF and the supervision of the Head of the Administration Division, the Consultant-Internal-Junior Auditor will be responsible for contributing to the implementation of the risk management policy of RAAF and its various projects and sub-projects.

Thus, the services of the junior-internal auditor consultant will specifically consist of:

- Verify accounting documents, contracts and contracts;
- Ensure compliance with the procedures in force and their compliance with the actions undertaken;
- Assist in the analysis of financial and audit reports submitted by project leaders or beneficiaries of funds from technical and financial partners or the Community;
- Participate in the development of annual audit/control plans;
- Participate in internal audit missions in accordance with the agreed plan, relating to the level of risk control and their monitoring, the processing of fiduciary operations at the level of the RAAF and the project leaders;
- Monitor the implementation of the recommendations of external and internal audit missions;
- Participate in the identification and control of risks through the updating of the risk mapping;
- Contribute to the assessment of the reliability and integrity of the information processed or to be processed;
- Contribute to the monitoring of compliance with the laws, regulations and procedures in force in fiduciary management activities at the level of the RAAF and project leaders;
- Contribute to compliance with internal control procedures and make proposals on updates that may be necessary;



- Participate in activities leading to quality reporting;
- Participate in document translation activities into one of the official languages of ECOWAS.

### 3. Consultant Profile

#### a. Qualifications and Technical Skills Required

The candidate must meet the following criteria:

- Holder of a Bachelor's degree in one of the following fields: accounting, finance, auditing, controlling, management or any other equivalent degree,
- Have at least three (03) years of professional experience in the fields of management, finance, risk analysis and audit/internal control;
- Professional experience in the field of development projects, with international institutions (ECOWAS, UEMOA, BOAD, EBID, etc.) or in the banking sector in West Africa would be an asset;
- Have a good command of computer tools (Word, Excel, PowerPoint, Outlook),
- Have a good command of at least two (2) of the three (3) official languages of ECOWAS which are French, English and Portuguese,
- Be of good moral character,
- Have a good ability to adapt in a multi-cultural environment,
- Be able to work under pressure,
- Good communication skills in English and French would be an asset in view of the large number of French- and English-speaking countries in the scope of the RAAF.

#### b. Ethics and Leadership

- Be methodical, organized and rigorous;
- Be dynamic with a good spirit of initiative;
- Have a good ability to adapt and a good team spirit;
- Be able to perform work of a confidential nature, to handle a large volume of work under pressure;
- Be of integrity and good character;
- Good written and oral communication skills in both French and English.

### 4. Job Features

- **Location of the mission/post:** Lomé - Togo with possible missions in ECOWAS countries.
- **Nature of the contract and duration of the assignment:** individual consultant contract renewed annually based on the results of the performance evaluation and the availability of financial resources.
- **Remuneration:** As the Junior Consultant is not an employee of ECOWAS, he/she will be paid in accordance with the remuneration conditions provided by the RAAF for his/her support consultants.
- **Administrative arrangements:** the Junior Audit Consultant will be based within the RAAF and will report to the Executive Directorate to whom he/she will report on his/her activities. He/she will work closely with the other divisions and units of the RAAF.



## 5. The selection process

### a. Eligibility and qualifications

The ECOWAS Commission, through the Regional Agency for Agriculture and Food (RAAF) hereby invites natural persons to express their interest in providing the required services by providing information demonstrating that it has the required qualifications and relevant experience to carry out the mission. The criteria of qualifications and experience better 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 ("Infringements by Candidates, Bidders and Winners"), which provides information on corrupt or fraudulent practices in competition or contract performance. 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.

### b. Application form

The expression of interest file consists of:

- A letter of expression of interest, including the period of availability;
- A recent curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last names, current functions, functions at the time of collaboration with the Consultant, email and telephone contacts);
- Certified copy of diploma(s);
- Copy of the certificates of work or service rendered, listed in the curriculum vitae.

## 6. Receipt of applications

- Deadline for receipt of applications: 14 February 2025 at 17:00 GMT.
- Submission links: Applications will be submitted by upload to drive: <https://bit.ly/3QsXFAZ>
- 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 meet the above submission requirements.

## 7. Selection Method

A consultant will be selected according to the method of individual consultant selection outlined in the ECOWAS "Procurement Regulations." An interview to assess knowledge, skills and abilities may be arranged with the best candidates. Only shortlisted candidates will be contacted. The ARAA reserves the right not to act on this opinion.

## 8. Request for further information

Interested consultants can obtain additional information by writing to the following e-mail addresses: [procurement@araa.org](mailto:procurement@araa.org) cc: [ctienon@araa.org](mailto:ctienon@araa.org), [bkpessiglo@araa.org](mailto:bkpessiglo@araa.org) with the subject line « **SCI017-ARAA-vérification/contrôle interne junior bilingue** ».

