

**MULTINATIONAL: BENIN, COTE D’IVOIRE, GHANA, NIGERIA AND TOGO
AND THE ECONOMIC COMMUNITY OF WEST AFRICAN STATES
(ECOWAS)**



**STUDY ON THE ABIDJAN–LAGOS CORRIDOR HIGHWAY DEVELOPMENT
PROJECT**

REQUEST FOR EXPRESSION OF INTEREST

**SELECTION OF A FINANCE AND ACCOUNTS ASSISTANT FOR THE PROJECT
IMPLEMENTATION UNIT (PIU):**

1. The ECOWAS Commission has received Grants from the African Development Fund (ADF) and the European Development Fund (through the African Investment Platform (AIP)) to cover the cost of the study on the Abidjan-Lagos Corridor Highway Development Project and intends to use part of the grant amount to finance the service contract of a Finance and Account Assistant for the Project Implementation Unit (PIU).

2. The services under this Contract mainly concern all accounting activities during the project implementation. The activities include: (i) keeping of project accounts and accounting documents in line with statutory standards of the AfDB; (ii) participating in the preparation of financial management documents; (iii) applying expenditure execution and eligibility rules; (iv) participating in the preparation of the annual work programme and budget (AWPB) of the unit and project; (v) paying for operations after authorization; and (vi) carrying out all accounting operations in line with public finance rules and principles. The contract period shall be one (1) year, renewable based on the results of the performance contract signed with the Project. The working languages will be English and French, and the person should therefore be fluent in either English or French and have working knowledge of the other language.

3. The ECOWAS Commission invites interested eligible and qualified individual Consultants to submit their candidacy to provide the services described above. The Consultants must produce a letter of expression of interest and their curriculum vitae, providing clear information on their experience and qualification with respect to the assignment (CV, references of similar services demonstrating that they are qualified, description of their experiences and tasks in similar assignments, availability, etc.). Attestations for satisfactory services carried out and copies of qualifications shall be included in the submission.

4. The eligibility criteria, preparation of the shortlist, and the selection procedure shall comply with the African Development Bank’s “Rules and Procedures for the Use of Consultants” (May 2008 edition – revised in July 2012), available on the Bank’s website: <http://www.afdb.org>.

5. Interested Consultants can obtain further information at the address mentioned below during office hours: 9:00 a.m. to 12:00 noon (GMT+1) on working days. The TORs can also be consulted on the ECOWAS website (<https://ecowas.int/procurement/>) UN Doing Business and AfDB website.

6. The expressions of interest shall be submitted electronically, not later than **February 4th, 2023 at 11:00 a.m. (GMT+1), Nigeria Time**, to the email address indicated below:

For delivery by e-mail: financeaccountassistantalchp@ecowas.int

7. The working languages shall be English and French.

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STUDY ON THE ABIDJAN–LAGOS CORRIDOR HIGHWAY DEVELOPMENT PROJECT

TERMS OF REFERENCE FOR THE SELECTION OF A FINANCE AND ACCOUNTS ASSISTANT FOR THE PROJECT IMPLEMENTATION UNIT

I- Context and Rationale

The ECOWAS Regional Integration vision involves the enhancement of infrastructure development which is recognized as a catalyst for economic growth and integration of peoples. In this regard, the ECOWAS Commission, which prioritizes transport infrastructure in its 2020 Vision Strategy Paper: “Towards an ECOWAS of Peoples”, obtained from the Heads of State during the 42nd Ordinary Summit held in February 2013, formal approval for the construction of a homogenous six-lane (2x3 lanes) highway corridor to link five ECOWAS Member States namely Nigeria, Benin, Togo, Ghana and Côte d’Ivoire.

This 1,028-km “Abidjan-Lagos Highway” links major cities, and crosses a high economic potential zone with about 75% of West Africa’s volume of trade. To the extent possible, the highway will follow a new route different from the existing corridor.

To implement this major project, technical and financial partners (including ADF and the European Union’s), as well as participating Member States have undertaken to finance the technical preparatory studies on the Abidjan-Lagos Corridor Highway Development Project to the tune of approximately USD 43 million.

This project, which seeks to conduct feasibility, final design and complementary studies so as to transform the corridor into a competitive infrastructure in terms of trade and transport development, comprises eight (8) components and will be implemented under the authority of the ECOWAS Commission.

The implementation arrangements provide for a Steering Committee as the oversight body, a Study Delivery Team (SDT) for supervising project activities, and a Project Implementation Unit (PIU). The PIU will: (i) ensure the day-to-day administration and efficient management of the project; (ii) conduct procurement activities under the project; (iii) review the various study reports and decide on their quality and adequacy; (iv) make logistical and financial arrangements for various stakeholder meetings, as well as the donor and potential private investors’ roundtable; and lastly (v) ensure the administrative and financial management of project activities.

The PIU, is based in ECOWAS HQ office in Abuja, Nigeria, is composed of: (i) independent experts, namely: a bilingual project coordinator, two (02) road engineers (one French-speaking and one English-speaking), a specialist in procurement, support staff (Financial and Accountant Assistant, administrative assistant, vehicle driver) as well as (ii) five (05) experienced representatives (civil engineers or any other disciplines related to implementation of the study) from the sector Ministries of each country which are deployed periodically according to needs. The PIU Implementation Unit works in close collaboration with the ECOWAS Commission and benefits from the expertise of a mobilized Technical Assistance team.

II-Assignment and Tasks of the Finance & Accounts Officer

Under the control and supervision of the Project Coordinator, he/she will be responsible for keeping the accounts of the Project Implementation Unit and will, in compliance with good governance rules, be particularly responsible for:

- keeping project accounts and accounting documents in line with statutory standards of AfDB;
- participating in the preparation of financial statements;
- applying public expenditure execution and eligibility rules of the related donors;
- making payments following authorization by the Authorizing Officer appointed in accordance with the procedures manual;
- carrying out all public finance accounting operations;
- carrying out other accounting activities.

In performing these tasks, the Finance and Accounts Assistant of the project will also have the following duties:

1- Keeping of project accounts

- Prepare service providers' direct payment files and invoices for the special accounts;
- Prepare Cheques and Transfer Orders, as well as keep banking records;
- Receive and duplicate accounting records, as well as payment notices to be presented during posting of the related accounting records;
- Keep petty cash, issue payment vouchers, and keep the cash book;
- Conduct periodical closing of cash transactions (at least monthly);
- Prepare monthly bank reconciliation statements;
- Keep periodic statements for tracking PIU operation (fuel, missions, car maintenance, etc.);
- Participate in the preparation of accounting records and, after audit, keep accounting documents and archives;
- Be primarily responsible for the proper filing and archiving of all project accounting documents.

2- Preparation of disbursement documents

- Prepare direct payment files to be submitted to the African Development Fund (ADF);
- Prepare files for replenishment of the special accounts;
- Prepare the required supporting statements for each request for replenishment of the project special accounts.

3- In public finance

- Prepare and follow up customs clearance documents for equipment procured by the project.

4- Reporting

- The Finance and Accounts Assistant will submit project financial management reports to the PIU Coordinator on a quarterly basis or such other frequency as may be required.

5- Other duties

- Participate in verifying equipment and supplies at the time of delivery if designated as a member of the PIU acceptance commission;
- Contribute jointly with the Administrative and Financial Service to periodically updating the inventory of property procured under the project;
- Carry out other accounting tasks assigned by other supervisors.

III. Expected Performance of the Financial and Accounting Assistant

The expected performance will include the following:

- Project accounts are kept up to date;
- Project service providers are paid regularly and on time;
- Project accounts are replenished in a timely manner;
- Accounting documents are well maintained and filed;
- In public accounting, all regularization (VAT) documents are prepared within the statutory time frames.

The Financial and Accounting Assistant will be assessed in terms of the areas described above and the quality of his/her services. His/her performance will be evaluated annually to determine whether or not to retain the service.

IV. Profile of the Financial and Accounting Assistant (Selection Criteria)

The PIU Financial and Accounting Assistant must have the following qualifications:

Qualifications: (20 points)

- Shall possess at least a University Degree (Bachelor Degree) in accounting or financial management;
- Possession of a master's degree/professional certifications in financial management would be an added advantage

Required Knowledge and Experience: (60 points)

- Shall have at least five (5) years' work experience in administrative and financial management of donor-funded projects;
- Shall demonstrate of having executed at least two (2) similar assignments as finance & accounting officer in any renowned public/private Institutions or International Organizations;
- Shall demonstrate of having executed at least one (1) similar experience as finance & accounting officer (with IPSAS accounting procedures) on projects financed by African Development Bank or similar development Partner;

IT Skills: (10 points)

- Shall have a good knowledge of public accounting; Have a very good knowledge of computer applications (especially Word, Excel, PowerPoint, TOM2PRO, etc.); The knowledge of SAP and/or ERP environment particularly the financial accounting (FA) and grant management (GM) modules would be an advantage.

Languages Skills: (10 points)

- Should be fluent in either English or French and have working knowledge of the other language.

V- Duration of the Contract

The duration of the contract is one (01) year, renewable over the life of the project based on the results of the performance evaluation report.

VI- Place of Work

The position will be based in Abuja, Nigeria.