

sf
AFRICAN LEGAL SUPPORT FACILITY FACILITE AFRICAINE DE SOUTIEN JURIDIQUE



REQUEST FOR EXPRESSIONS OF INTEREST

FOR INDIVIDUAL CONSULTANT

AFRICAN LEGAL SUPPORT FACILITY

Finance Section

Avenue Joseph Anoma

01 B.P. 1387, Abidjan 01

Côte d'Ivoire

Email : alsf@afdb.org

1. The African Legal Support Facility hereby invites Individual Consultants to indicate their interest in the following Assignment: Consultancy Services for Financial Management and Financial Reporting.
2. The services to be provided under the assignment relate to the provision of Financial Management and Financial Reporting expertise to the Finance Section of the African Legal Support Facility about the design of a strategic tool of Financial Management to ensure sound decisions-making. For more details, please refer to the Terms of Reference annexed below.
3. The Finance Section invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).
4. The eligibility criteria and the selection procedure shall be in conformity with the African Development Bank's Procurement Policy for Recruitment of Individual Consultants. Please, note that interest expressed by a consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.
5. The estimated duration of services is 6 Months, and the estimated starting date is 15 March 2022 and will be based at the Bank's Headquarters in Abidjan.
6. Interested Individual Consultants may obtain further information at the address below during the Facility's working hours: Between 8:00 and 17:00 hours local time.
7. Expressions of interest must be received at the address below no later than 28 February 2022 at 17:00 hours local time and specifically mentioning Consultancy services for Financial Management.

AFRICAN LEGAL SUPPORT FACILITY
Avenue Joseph Anoma
01 B.P. 1387 Abidjan 01
Côte d'Ivoire
Attention : Franck Angelo TELLA (f.tella@afdb.org)

EVALUATION CRITERIA

8. The following criteria with the corresponding weights shall be considered in the selection of the candidate:

CRITERIA	WEIGHT
General qualifications and adequacy for the proposed Assignment	30
Similar experience in expertise of the Assignment as described in the Terms of Reference	50
Experience with the Bank or other international donors	10
Language proficiency	10

Terms of Reference for a Financial Management & Reporting Consultant

1. Background

The African Legal Support Facility (“ALSF”) is an international organization hosted by the African Development Bank (“AfDB”) in Abidjan, Côte d’Ivoire, and its main objectives include: (i) assisting African Governments in defending against litigation brought against them by vulture funds (and other such entities); (ii) providing legal advisory services to African Governments in the negotiation of complex commercial transactions relating to extractive resources, infrastructure, PPPs, debt, and related commercial agreements; (iii) capacity building for lawyers related to the above; and (iv) development of knowledge products.

The ALSF requires the services of a consultant (the “Consultant”) to develop financial management tools to better deliver on its objectives and financial reporting requirements. The Facility aims to enhance the management of its administrative and operational financial resources and better communicate on its financial performance to all its donors and other stakeholders.

As stipulated in the Memorandum of Understanding between the AfDB and the ALSF signed on 22 July 2010, the Finance and Financial Control Division of the AfDB maintains a Multi-donor Trust Fund Account on behalf of the ALSF in line with modified cash basis accounting policies. Channeling of funds through a multi-donor account aligns with the current AfDB policies to harmonize; coordinate and manage donor resources. Alongside this, the ALSF also commits and signs separate agreements with its donors.

As a strategic tool of Financial Management to ensure sound decisions-making, the ALSF recommends that the Consultant has good knowledges of multi-donor’s trust fund account especially in the management of donor contribution, and allocations of funding within an international organization.

The ALSF therefore requires the development of a specific financial management tools to rationalize and enhance interpretation of its financial information and optimize the utility of its financial resources.

2. Objectives

To update and improve the ALSF's internal financial control system and donor reporting. The process will include a review of its Donor Financial Performance Report and the development of tools for the monitoring of the liquidity needs and for the allocation of commitments/disbursements based on the ALSF multi-donors funding account in respect of each donor's agreement and ALSF different pillars of intervention.

3. Activities & Deliverables

The Consultant will be working in collaboration of the Senior Budget and Finance Officer to achieve the objectives. The following activities are expected to be undertaken by the Consultant.

- a) Update of the Donor Financial Performance Report
 - i. Review ALSF contributions received since inception.
 - ii. Review ALSF's commitments as of the years 2019, 2020 and 2021.
 - iii. Review and assess ALSF's Donor Funding Report for the year 2019 and 2020.
 - iv. Develop a comprehensive ALSF Donor Financial Performance Report based on ALSF's Audited financial Statements for the year end 2019, 2020 and 2021.
 - v. Design a financial tool to automate the allocations of commitments based on the ALSF multi-donors funding account in respect of each donor's agreement restrictions and ALSF different pillars of intervention.
 - vi. Ensure that the above-mentioned financial tool is reconcilable with ALSF's financial statements as prepared quarterly by the African Development Bank based on the SAP financial data.
 - vii. Liaise with ALSF's auditors for the audit of the Donor Financial Performance Report 2021.
- b) Development of a tool to optimize ALSF's fund allocation process
 - i. Review of ALSF's current processes to allocate funding to projects in the AfDB's SAP system.
 - ii. Design a financial tool that monitors the ALSF's liquidity needs and identifies the commitments to be made in SAP based on the input of the ALSF's Operations team.

- c) Provide recommendations for the improvement of ALSF's internal financial control system and donor reporting.
- d) Perform such other tasks relating to the assignment as may be required by the Director of the ASLF.

4. Required Skills, Qualifications and Experience

The Consultant should have the following skills, qualifications, and experience:

- The Consultant should have expertise in financial organization and management, with special focus on the reporting of international donor funding.
- A master's degree in finance or accounting; a professional accounting certification/qualification (CPA, CA, ACCA or equivalent) would be a plus.
- A minimum of 6 years relevant experience.
- Knowledge of International Financial Reporting Standards, International Public Sector Accounting Standards, and International Standards on Auditing
- Competence in the use of bank standard software, and ability to help organize data and information retrieval systems; knowledge of SAP is desirable.
- Excellent knowledge of the AfDB and other Multilateral Development Banks' financial reporting systems.
- Strong interpersonal skills and commitment to work in a team-oriented and multicultural environment.
- Excellent ability to make presentations and participate in meetings of a financial nature.
- Proven ability to conceptualize, design and implement financial management tools suitable for the ALSF that operates in conformity with stated instruments and in accordance with its policies and guidelines.
- An understanding of the project cycle management and demonstrated experience in providing guidance and advice on the application of project cycle management systems within the context of liquidity monitoring and donor funding reporting.
- Ability to write reports and complete tasks on a timely basis; and
- Excellent working knowledge of English or French with a good knowledge of the other one.

5. Duration of Assignment and Location

The duration of the assignment shall be 6 months and shall commence on 15 March 2022.

The duty station for this assignment is Abidjan, Cote d'Ivoire; it may, however, be remotely if the Consultant secures reliable technology and network connection to smoothly implement her/his duties virtually. The successful candidate will have to fulfil all AfDB's requirements for travel for official missions.

6. Remuneration and Other Provisions

The Consultant will receive a monthly-lump sum. No additional benefits or allowances will be paid. She/he will be responsible for its own health insurance and accommodation costs. The ALSF will cover full costs of any required missions and provide per diems in accordance with rules governing consultant mission travel.

Please attach an updated Curriculum Vita based on the following template:

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. ° employed in the African Development Bank? if « Yes », the following data must be provided			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name	Relationship	Organization Unit	Place of Assignment	

Language Level	Read	Written	Spoken									
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Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilize one half-page maximum.

Education (University Level and above only):

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

Professional Training:

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

Employment Record:

Begin with your most recent employment. For each job since your master's degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete, and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Legal Support Facility might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Facility. The African Legal Support Facility may verify any statements which I made in this application.

Date: _____

Signature: