** 

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

**FINANCIAL SPECIALIST/ACCOUNTANT FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)**

REFERENCE NUMBER: CS/IAD/RPHS/F1

1. The COMESA Secretariatis inviting Individual Consultants to submit their CV for the following services:

**FINANCIAL SPECIALIST/ACCOUNTANT FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)**

The Terms of Reference defining the minimum technical requirements for the service is attached as Annex 1 to this Request for Expression of Interest.

1. Only INDIVIDUAL CONSULTANTS are eligible to participate under this assignment if they fulfil the following eligibility criteria:
2. *they are a national of an AfDB Member country and have sufficient experience to undertake this assignment.*
3. *they are not bankrupt or wound up, are not having their affairs administered by the courts, have not entered into arrangements with creditors, have not suspended business activities, are not being subject of proceedings concerning those matters, or are not in any similar situations arising from similar procedures provided for in the national legislation or regulations of the COMESA member states;*
4. *they have not been convicted of offences concerning their professional conduct by a judgment which have the force of res judicata; (i.e., against which no appeal is possible);*
5. *they have not been declared guilty of grave professional misconduct proven by any means which COMESA Secretariat can justify.*
6. *they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed.*
7. *they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the COMESA Secretariat’ financial interests; or*
8. *they are not being currently subject to an administrative penalty*.
9. The maximum fee for this consultancy is USD$6,000 per month for a period of 3 years project duration.

1. Your Expression of Interest must be presented as per Expression of Interest Forms attached as Annex 2 to this Request for Expression of Interest, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

Your application documents clearly marked and email bearing the subject “CS/IAD/RPHS/F1: INDIVIDUAL CONSULTANCY - PROVISION OF CONSULTANCY SERVICES OF FINANCIAL SPECIALIS/ACCOUNTANT FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)”,

 should be e-mailed to the following address:

*s.mwesigwa@comesa.int*

1. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is: ***27th March, 2023 at 16:00 hours****.*

6. *Physical submission of applications is NOT allowed.*

7. Your CV will be evaluated against the following criteria.

|  |  |  |
| --- | --- | --- |
|  | Criteria  | Maximum points allocated  |
| 1 | Education qualifications | 35 |
| 2 | Professional Skills and Experience for the position | 50 |
| 3 | Experience in the region | 10 |
| 4. | Language proficiency | 5 |
|  | Total | 100 |

8. Your proposal should be submitted as per the following instructions:

1. EVALUATION AND AWARD OF THE CONTRACT:

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if it fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above),

The award will be made to the applicant who obtains the highest technical score. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

1. VALIDITY OF THE EXPRESSION OF INTEREST:

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 5 above.

9. The assignment is expected to commence within two (2) weeks from the signature of the contract.

10. Additional requests for information and clarifications can be made until 3 working days prior to deadline indicated in paragraph 5 above, from:

The Procuring entity: *COMESA Secretariat*

Contact person: Silver Mwesigwa *(Mr)*

E-mail : *smwesigwa@comesa.int**;* *procurement@comesa.int**;*

The answers on the questions received will be sent to the Consultant and all questions received as well as the answers to them will be posted on the COMESA Secretariat’s website at the latest 2 working days before the deadline for submission of applications.

ANNEXES:

ANNEX 1: Terms of Reference

ANNEX 2: Expression of Interest Forms

Sincerely,

NAME: SILVER MWESIGWA

TITLE: HEAD OF PROCUREMENT

Date: 10th March 2023

TERMS OF REFERENCE

FINANCIAL SPECIALIST/ACCOUNTANT FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD) PROJCET

* 1. **Background**
1. The Common Market for Eastern and Southern Africa (COMESA**)** has received a grant from the African Development Fund to finance the COMESA Support Towards Regional Pharmaceutical Sector Development (CSTRPSD).

**2.0 Objectives**

The principal objectives of this project are to provide institutional support for the development of the pharmaceutical industry through strengthened capacities of the region’s pharmaceutical regulatory bodies, quality control and management systems, research, and development institutions for effective manufacturing of safe and quality pharmaceutical products in the region.

The specific objectives include:

1. The institutionalization and domestication of the pharmaceutical manufacturing plan for Africa (PMPA) and the African Medicines Regulatory Harmonization programme;
2. Strengthening of the region’s medicines and pharmaceutical regulatory bodies/institutions in the region; and
3. Building the capacity of key stakeholders and support trans-regional research and development programmes.
4. **Project Components**

The Project comprises four (4) components :

1. **Component 1. Institutionalization of the PMPA and AMRH Programmes in the Region.**

 This component aims at supporting COMESA region in the implementation of the continental strategies on pharmaceutical manufacturing and streamline medicines registration harmonization processes as well as ensuring that the region has access to essential medical products and technologies. It will address the challenges faced by national medicines regulatory authorities, including, weak or non-coherent legislative frameworks, redundant processes, sluggish medicines registration processes, and inefficiency and limited technical capacities, among others, through regulatory harmonization. The target beneficiaries include, COMESA Secretariat, National Pharmaceutical Policy Institutions such as NMRAs/FDAs.

1. **Component 2. Institutional Support for Strengthening Medicines and Pharmaceutical Regulatory Bodies & Institutions in the Region.**

 This component concerns providing technical support to strengthen the institutions and bodies responsible for pharmaceutical sector development in the region, including, the National Medicines Regulatory Authorities (NMRAs), the COMESA Pharmaceuticals Committee, institutions responsible for trade facilitation and the quality infrastructure for standardization and testing pharmaceutical products. The target beneficiaries include NMRAs, COMESA pharmaceutical committee, standards and certification labs and collaborations with other regional economic communities on pharmacovigilance.

1. **Component 3. Capacity Development of Stakeholders and Support for Trans-Regional Research & Development Programmes.**

 This component aims at strengthening the capacities of pharmaceutical stakeholders, including research institutions and create an information platform for pharmaceutical manufacturers, importers, and exporters in the region. It will also establish pharmaceutical industry collaborations with universities in order to address skills mismatch and shortages in the sector. The objective is to improve the requisite capacities of stakeholders as well as increase efficiency, effectiveness, and improve service delivery to the pharmaceutical industry in the region.

1. **Component 4. Project Management, Coordination & Reporting**

 This component entails the general management and implementation of the project. It aims to complement the capacity of COMESA Secretariat for the effective and efficient implementation of the project. This includes setting up of a Project Implementation Unit and staffing it with the required human resources that would be responsible for the implementation of the project activities and delivering of the outputs.

1. **Scope of Work**

The Financial Specialist will provide accounting support to ensure efficient operation of the CSTRPSD under the direct supervision of the Director Budget and Finance.He/She will be required to provide financial and accounting services relating to processing and recording of financial transactions and financial reporting. He/she will be expected to provide support for the financial aspects of the project PIU through the support of the other Project team members to ensure implementation, efficient performance and delivery of the expected results. He/she will work closely with the Division of Budget and Finance, in the development of annual budgets in consultation with other Stakeholders for the the benefit of all Member States and the Secretariat. He/ She will coordinate and implement the project financial issues and will prepare financial reports for the project and will attend to day-to-day activities relating to finance and ensure the following outputs:

a) Approved Work Plan and budgets ;

b) Updated project Accounts;

c) Standard periodical Accounts reports.

 d) Monthly, quarterly and annual management reports (Including Interim FRs)

 and annual financial statements in the agreed form and content.

* 1. **Key Tasks and Responsibilities**

(i) Set up internal control procedures of the Project Implementing Unit (PIU) and implementing partners.

(ii) Review, develop and implement appropriate financial and accounting system of the Project to meet the requirements of the AfDB.

(iii) Based on the issues identified during the financial management assessment,recommend financial control and other measures (e.g., training, and institutional strengthening) that could be undertaken during Project implementation to ensure that the proceeds of the grant are used for the purpose for which they were provided.

(iv) Aid the PIU in compiling and consolidation of accounts and preparing Project Accounts within stipulated dates for each fiscal year, as per Financing Agreement.

(v) Prepare an Accounting Manual wherever needed by the Project and its implementing Agencies, train Project staff in adopting sub-Project accounting and financial monitoring system.

(vi) Develop a strategy for follow-up of issues highlighted in audit reports and regular bank supervision missions.

(vii) Monitor finance disbursement, utilisation, and administrative procedures in line with the COMESA and AfDB requirements.

(viii)Process accounting and budget charges, maintain financial cost and budget accounting and keeping accounting records.

(ix) Assist in Project planning and budgeting while taking a leading role in the financial plan and budgets and ensuring that the assumptions, parameters, guidelines, and policies in planning are adhered to.

(x) Ensure compliance with all project FM documents including the Financial Agreement (FA), Disbursement Project Appraisal Document (PAD) and Project Implementation Manual (PIM).

(xi) Ensure proper coding of the project budget and posting of transactions in line COMESA’s chart of accounts.

(xii) Effect timely payments and resolve accounting related issues.

(xiii) Continuously monitor and analyse the cash flow requirements of the project.

(xiv) Keep relevant documents and invoices systematically to fully support the accounts.Maintain proper files and records of the project.

(xv) Facilitate the audit of the project accounts and other financial reports.

(xvi) Any other related duties that may be assigned by the Director of Budget and Finance from time to time.

**6. 0 Working Language Requirements**

1. The working language shall be English therefore, applicants must be fluent in both spoken and written English.
2. A combination of knowledge and use of English with either French or Arabic will be an added advantage.

**7.0 Eligibility of Consultants**

This consultancy is open to nationals of AfDB Member countries that have sufficient experience to undertake this assignment.

**8.0 Contract Duration**

Three (3) years with a possibility of extension subject to availability of funds for continued project implementation and satisfactory performance. The initial contract period shall include a six (6) months probationary period.

**9.0 Duty Station**

The Consultant will be based at the COMESA Secretariat in Lusaka, Zambia but may be required to go on mission to selected regional member countries.

**10.** **Reporting and Accountability**

Under the direct supervision of the Director of Budget and Finance for his/her everyday responsibilities and the CSTRPSD Project coordinator for overall supervision .

11**. Education Qualifications, Professional Skills and Experience**

The consultant must have the following qualifications, professional skills and experience:

 **Education Qualifications**

The candidates must possess:

a. Minimum Academic Qualifications: Bachelor’s degree in Accounting or Finance

b. Professional Certifications/Qualifications: Minimum level 2 CIMA/ACCA / ZICA or any other Professional Accountancy Body

c. Possession of an advanced/Master’s degree in any of the above fields or related fields will be an added advantage.

 **Professional Skills and Experience Requirements**

1. Specialized Knowledge: Knowledge of any ERP.
2. Minimum Experience: Minimum 5 years relevant work experience in similar position.
3. Specific work experience in projects funded by the Bank and or similar International Cooperating Partner would be required;
4. Experience working in the COMESA region and African context would be required.
5. High level of personal and professional integrity with strong analytical skills and ability to function well in a multi-cultural environment
6. Strong interpersonal skills and orientation as a team member;
7. Self-motivated and able to work with minimum supervision;
8. Ability to prepare concise, timely, analytical and informative documentation.

**12. Payment**

The monthly payment for this consultancy is USD$ 6000 per month.

ANNEX 2: Expression of Interest Forms

[A. COVER LETTER FOR THE EXPRES SION OF INTEREST FOR THE PROJECT 9](#_Toc101278644)

[B. CURRICULUM VITAE 10](#_Toc101278645)

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# A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: CS/IAD/RPHS/F1

REQUEST FOR SERVICES TITLE: FINANCIAL SPECIALIST/ACCOUNTANT FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)

 [*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the “CS/IAD/RPHS/F1: INDIVIDUAL CONSULTANCY - PROVISION OF CONSULTANCY SERVICES OF FINANCIAL SPECIALIST/ACCOUNTANT FOR THE COMESA SUPPORT TOWARDS REGIONAL PHARMACEUTICAL SECTOR DEVELOPMENT (CSTRPSD)”in accordance with your Request for Expression of Interests number CS/IAD/RPHS/F1*,* dated [*insert date*] for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 9 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

B. CURRICULUM VITAE

*[insert full name]*

|  |  |
| --- | --- |
| 1. Family name:
 | *[insert the name]* |
| 1. First names:
 | *[insert the names in full]* |
| 1. Date of birth:
 | *[insert the date]* |
| 1. Nationality:
 | *[insert the country or countries of citizenship]* |
|  |  |
| 1. Physical address:
2. Postal address
3. Phone:
4. E-mail:
 | *[insert the physical address]**[Insert Postal Address]**[insert the phone and mobile no.]**[Insert E-mail address(es)* |
| 1. Education:
 |  |
|  |  |
| Institution:[Date from – Date to] | Degree(s) or Diploma(s) obtained: |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |

10. Language skills: (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |

|  |  |
| --- | --- |
| 11. Membership of professional bodies:  | *[indicate the name of the professional body]* |
| 12. Other skills: | *[insert the skills]* |
| 13. Present position: | *[insert the name]* |
| 14. Years of experience: | *[insert the no]* |
| 15. Key qualifications: (Relevant to the assignment)*[insert the key qualifications]* |

16. Specific experience in the region:

|  |  |
| --- | --- |
| Country | Date from - Date to |
| *[insert the country]* | *[indicate the month and the year]* |
| *................* | *......................* |
| *[insert the country]* | *[indicate the month and the year]* |

17. Professional experience:

| Date from – Date to | Location of the assignment | Company& reference person (name & contact details) | Position | Description |
| --- | --- | --- | --- | --- |
| *[indicate the month and the year]* | *[indicate the country and the city]* | *Name of the Company:**Address of the company:**Phone:**Fax:**Email:* *Name and title of the reference person from the company:* | *[indicate the exact name and title and if it was a short term or a long term position]* | *Name of the Assignment:* *Beneficiary of the Assignment:**Brief description of the Assignment:* *Responsibilities:*  |
| ................ | …………….. | ……………………. | …………… | ………………………………………………………………………….. |
| *[indicate the month and the year]* | *[indicate the country and the city]* | *Name of the Company:**Address of the company:**Phone:**Fax:**Email:* *Name and title of the reference person from the company:* | *[indicate the exact name and title and if it was a short term or a long term position]* | *Name of the Assignment:* *Beneficiary of the Assignment:**Brief description of the Assignment:* *Responsibilities:*  |

1. Other relevant information: (e.g. Publications)

*[insert the details]*

*19. Statement:*

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the COMESA Secretariat’s request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above[[1]](#footnote-1), documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the COMESA Secretariat to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

ATTACHMENTS: *1) Proof of qualifications indicated at point 9*
 *2) Proof of working experience indicated at point 15*

1. ***The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.***  [↑](#footnote-ref-1)