

**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
TECHNOLOGIES FOR AFRICAN AGRICULTURAL TRANSFORMATION (TAAT)
PHASE II**

TAAT PROGRAM MANAGEMENT UNIT

**REQUEST FOR EXPRESSIONS OF INTEREST
INDIVIDUAL CONSULTANCY SERVICES**

SECTOR: Agriculture

CONSULTANCY SERVICES: Accounting Officers

Financing Agreement reference: 2100155041681

Project ID No. P-Z1-AA0-139

This request for expression of interest (REOI) follows the General Procurement Notice for this Project that appeared on the African Development Bank Group's Internet Website(www.afdb.org) 12th August 2022.

The International Institute for Tropical Agriculture (IITA) has received financing from the African Development Bank toward the cost of the Technologies for African Agricultural Transformation (TAAT) Phase II and intends to apply part of the agreed amount for this grant to payments under the contract for TAAT Accounting Officers who will be based in Nigeria.

This assignment is to engage two (2) Accounting officers to support the Financial Management specialist in managing and carrying out financial management tasks to support program implementation across all the compacts and countries of TAAT operations. Specifically, the consultant will be expected to perform the following duties: maintain a proper system of financial management ensuring availability, accuracy and completeness of all accounting records and documentation and information pertaining to all project transactions at all material times throughout project implementation and any length of a subsequent time frame as may be determined; process accounting transactions with Oracle ERP; ensuring compliance with institutional and AfDB policies and guidelines in executing program expenses; assist in monitoring compact budgets, expenses, and fund status; maintain the Program Fixed Assets Register with regular updates and verification; prepare monthly bank accounts reconciliation statements and cash balance certificates;

prepare and follow-up timely approval of disbursement request to AfDB. Ensure that all supporting documents used in request for funds replenishment from the AfDB as well as payments for project activities, goods, and services are properly kept; assist with the preparation and submission of quarterly consolidated financial reports to donor; assist with the preparation and submission of annual consolidated financial statements; interact and assist with the requirements of internal auditors, external IITA auditors and external TAAT Program auditors during spot checks and annual audit processes; interact with partner institutions in the program, review their reports and requests in line with donor guidelines and assist with final submission of the reports and requests to the donor; interact with program staff, institution staff and other parties on financial management matters for effective resolution of related issues; process payments on duly approved invoices with relevant support documents; process cash and travel advances for program staff, maintaining advance registers and ensuring all advances are duly retired within the required time frame; ensure all program transactions are posted in the general ledger accounts correctly before monthly accounts closure; ensure proper coding and filing of accounting and financial documents; assist the Procurement Team by participating in tender opening and bid evaluations and perform any other job-related task as may be assigned by the Supervisor.

The selected Consultants will be members of TAAT PMU to be based in Nigeria and the assignment shall be for an initial period of One (1) year and subject to renewal with satisfactory performance

The selected consultants should possess Bachelor's degree in Financial Management, Business Administration, Public Administration, Commerce, or any other relevant discipline; Institute of Chartered Accountant (ICAN) Certified Associate or related accounting certification; or demonstrated working knowledge of AfDB project financial management rules and procedures; at least 5 years of Project accounting work experience with minimum of 2 years in projects financed by the AfDB or related Multilateral development bank; ability to deal sensitively in multi-cultural environments and build effective working relations with clients and colleagues and Sound computer literacy in using standard applications (Windows and Microsoft Office).

The IITA now invites eligible individual consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (including their detailed CV and letter of motivation detailing past related experience similar to this assignment.).

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's Procurement policy framework, October 2015, which is available on the Bank's website at <https://www.afdb.org/en/projects-and-operations/procurement/new-procurement-policy>

Interested consultants may obtain further information at the address below during office hours (0800-1630hrs).

Expressions of interest should be delivered to the email addresses below on or before 28th February 2023.

Attn: Chrysantus Akem; PhD

TAAT Program Coordinator | Program Management Unit

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