

## Terms of Reference

### Finance & Operations Consultant

#### 1. Introduction and context

The African Union Inter-African Bureau for Animal Resources (AU-IBAR), a specialized technical office of the Department of Agriculture, Rural Development, Blue Economy, and Sustainable Environment (DARBE) of the African Union Commission, is mandated to support and coordinate the utilization of livestock, fisheries, aquaculture and wildlife as resources for both human wellbeing and economic development in the Member States of the African Union. The Vision of the AU-IBAR Strategic Plan 2024-2028 is an Africa in which animal resources contribute significantly to integration, prosperity and peace. Within the framework of the African Union Agenda 2063, the Livestock Development Strategy for Africa (LiDeSA) envisioned an inclusive and sustainable livestock economy that significantly contributes to Africa's transformation and growth.

Small ruminants constitute an important part of the African livestock and represent a key element in food and nutrition security on the continent. Small ruminants are well adapted to the different agro-ecological zones and production systems in which they are reared. Farming small ruminants provide a safety net for women and youth who are vulnerable to socio-economic shocks and disturbances.

Production, productivity, circulation, trade and marketing of sheep and goats in Sub-Saharan Africa are constrained by the presence of high impact transboundary animal diseases. Among those, Peste des petits ruminants (PPR) a viral disease affecting only small ruminants and their wild relatives, is the most sensitive one because of its contagiousness and the fatality rate observed.

For many years, multiple partners and donors have been supporting various PPR control and eradication in different countries/regions, however, the efforts are still fragmented and inadequately coordinated, achieving limited short-term control of the disease and appear insufficient to hope for an eradication at continental level. Around ten years ago, Rinderpest, a viral disease very similar to PPR but affecting cattle and buffaloes, was successfully eradicated from Africa because of a strong continental coordination that was put in place with the support of the European Union. Now, PPR eradication has become a political objective for the African Union reaffirmed on several occasions. A plan of action and a global strategy has been put in place by the FAO/WOAH joint PPR Secretariat that coordinate the PPR Global Eradication Programme under the umbrella of the GF-TADs.

AU-IBAR and partners with support of the European Union have developed an Action that aims to define concretely the needs and support for strengthening the continental/ regional actors to respond to the threats of transboundary diseases of sheep and goats in Sub-Saharan Africa (SSA), particularly PPR. The Action will also prepare the governance for coordinating the global PPR eradication in SSA and for coordination at continental level. Finally, the Action will prepare and organize the vaccination strategy needed to eradicate PPR based on the state of play of the various existing initiatives and capacities.

This Action should be considered as the first phase to initiate a larger approach to eradicate PPR in Africa in the years to come. It will be used to inform a harmonized continental strategy supported by a theory of change and a comprehensive Business Plan for eradication of PPR. Subsequent implementation phases will entail targeted evidence-based interventions for a time-bound eradication process.

## **2. Objectives**

In seeking to achieve these objectives, the African Union Commission intends to strengthen its capacity and the Commission therefore, invites applicants who are citizens of Member States of Africa Union for the position of Finance and Operations Consultant to assist the day to day financial and operations of the PPR project at the Pan African PPR Secretariat (PAPS) based at the InterAfrican Bureau for Animal Resources (IBAR), located in Nairobi, Kenya.

## **3. Main Functions**

- i. Collecting, verifying and processing all financial documents related to service contract, technical check of invoices to verify that VAT exemption procedure is respected, administration of resources, and arranging payment orders;
- ii. Maintenance of financial data records (costs incurred, forecast budget, funds remaining);
- iii. Preparation of requests for payment, requests for contract amendments;
- iv. Preparation of requests for use of incidentals;
- v. Archiving all relevant documentation both, electronically and/or manually;
- vi. Participation in the procurement and subcontracting procedures including preparation of related technical documentation;
- vii. Assisting Operating structures of PPR secretariat and IBAR during audit missions, reviewing expenditure verification reports drafted by the auditor of the service contract and making comments on financial and contractual matters;
- viii. Management of RECs, Member states and partners budget, i.e.: monitoring available funds, reviewing the status of MSs accounts, controlling expenditure eligibility;
- ix. Prepare TA budget and Budget plans, take care of all the liabilities, controlling expenditures; eligibility and office budget;
- x. Contribute to the definition of internal rules for the review of financial progress reports; Implement and update the PPR project database;
- xi. Assisting the Head of animal health unit as the Team Leader in preparation and delivering of financial and procurement arrangements, sub delegation and funds transfer and management.

## **4. Key Responsibilities**

The Finance & Operations Consultant will be responsible for the day-to-day financial and operational activities of the PPR project. This includes managing budgets, accounts, procurement, and assets management. The Finance and Operations Consultant will also work to support the IBAR in achieving its objectives. She/he will have the following specific duties and responsibilities.

### ***Specific Responsibilities***

- i. Manage budgets and ensure that they are in line with the project's objectives.
- ii. Implement financial and operational policies, rules and regulations of AU and donors namely European Union (EU)
- iii. Coordinate and oversee the financial and operational activities of the project, ensuring compliance with African Union and EUROPEAN Union (EU) rules and regulations
- iv. Prepare and monitor the annual budgets and work plans of the project, liaising with RECs, MSs and partners
- v. Provide timely and accurate financial and operational reports to the Project management and donors, highlighting achievements, challenges and recommendations
- vi. Establish and maintain effective working relationships with the project staffs, regional stakeholders, donors and other partners, representing IBAR relevant meetings and forums
- vii. Identify and mitigate financial and operational risks, ensuring adherence to internal controls and audit recommendations

- viii. Support IBAR in resource mobilization, proposal development and grant management
- ix. Provide technical guidance and capacity building to the IBAR staff on financial and operational matters
- x. Prepare financial reports and ensure that they are accurate and timely.
- xi. Administer accounts and ensure that payments are made on time and in accordance with AU policies, rules and regulations.
- xii. Oversee procurement activities and ensure that goods and services are purchased in a cost-effective manner.
- xiii. Perform any other duties as assigned by the AU-IBAR Director or his/her designate.

## **5. Duration and Location**

The duration of this consultancy is six (6) months, which may be renewed subject to satisfactory performance and availability of funds. The successful consultant will be based in AU-IBAR offices in Nairobi, Kenya and will be required to maintain the AUC office hours.

## **6. Remuneration:**

The remuneration for this Consultancy shall be an all-inclusive monthly fee equivalent to P2 Step 5 on the AUC Salary Scale.

The consultant will be responsible for his/her medical and travel insurance cover for the duration of the consultancy. Expenses for travel on official missions will be covered separately by AU-IBAR in accordance with the applicable African Union Commission rules and regulations.

## **7. Supervision**

The Finance and Operation Consultant will work under the supervision of the Senior Finance officer and the Coordinator of Animal Health Unit and the Project Manager of PPR program and under the overall oversight of the Director of AU-IBAR.

## **8. Requirements**

### **8.1 Qualifications:**

The successful applicant should have a minimum of a Bachelor's Degree in Finance, Accounting, Business Administration or a related field.

A master's degree in finance, accounting, business administration or related field will be an added advantage. A professional certification (such as CPA, CMA, ACCA, etc.) will be an added advantage.

### **8.2 Experience:**

- i. At least five (5) and relevant work experience in financial and operational management of complex projects or programs, preferably in the animal health or development sector.
- ii. Experience with financial management software.
- iii. Experience with procurement procedures.
- iv. Experience with facilities management.
- v. Knowledge of the animal health sector.
- vi. Demonstrated knowledge and skills in budgeting, accounting, reporting, auditing, procurement, human resources, and logistics management.
- vii. Familiarity with AU policies and procedures, donor regulations (such as EU, ADB, USAID, etc.).

### **8.3 Other Essential Skills and Experience**

- i. Proficiency in Microsoft Office applications (especially Excel) and accounting software (such as QuickBooks, SAP, etc.).

- ii. Excellent oral and written communication skills in English and/or French. Knowledge of other African Union working languages is an asset.
- iii. Ability to work independently and as part of a team, with strong attention to detail and problem-solving skills.
- iv. Willingness to travel within the region and to other locations as required.
- v. Strong analytical and problem-solving skills.
- vi. Excellent organizational and time management skills.
- vii. Ability to work independently and as part of a team
- viii. Proficiency in at least one AU language required. Knowledge of another language will be an added advantage.

#### 8.4 Selection Criteria

Applications will be evaluated in accordance with the requirements and the evaluation grid below:

Criteria	Max Score
Qualification	30
Relevant Experience	45
Other Skills	25
Total	100

Applicants who meet the technical requirements may be invited for an interview (virtual or in person as is appropriate).

#### *Gender & Age Mainstreaming:*

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply. Applicants between 35 and 45 years of age are also encouraged to apply.

#### 9. Submission of Applications

Applications are open to individuals of eligible nationalities. If your career aspirations, qualifications, and experience match the above requirements, please email your application stating **“Finance and Operations Consultant – PPR Secretariat”** in the subject of the email.

Applications should be submitted via email to [procurement@au-ibar.org](mailto:procurement@au-ibar.org).

**The deadline for submission of applications is Friday 27<sup>th</sup> December 2024 at midnight Nairobi local time.**

Applications should include the following:

- i. Detailed curriculum vitae;
- ii. Copies of academic and professional qualifications
- iii. Completed declaration on exclusion criteria in the format attached; and,
- iv. Copies of identification documents.

A Personal Data Protection and Privacy Statement is attached as information for the applicants.