



Unidade-Disciplina-Trabalho

Ministry of Infrastructure and Environment
ENERGY TRANSITION AND INSTITUTIONAL SUPPORT PROGRAM (ETISP)

REQUEST FOR EXPRESSIONS OF INTEREST
INDIVIDUAL CONSULTANT (NATIONAL)

FINANCIAL MANAGEMENT SPECIALIST OF THE ETISP PROJECT

Sector: Energy
Reference: 2100155040664
Project ID No.: P-ST-FAB-002

The Government of São Tomé and Príncipe (GoSTP) has received financing by the African Development Bank, towards the cost of the Energy Transition and Institutional Support Program (ETISP). Part of the African Development Bank financing will be used to fully finance the costs of the contract entitled “**Financial Management Specialist for the ETISP Project**”.

The Project financial management Specialist will be part of the ETISP PIU, and will interact and report directly to the Chief Financial Officer and the Project Coordinator within the scope of Project implementation with a focus on:

- (i) Implementing sound accounting systems, maintaining up to date project accounts, day-to-day administration of project funds and ensuring that these conform to the administrative and financial requirements and procedures and in line with the African Development Bank-funded projects financial management requirements; (ii) Prepare annual and quarterly financial reports in compliance with the applicable accounting standards; (iii) Prepare regular reports on expenditure and budget control; (iv) Monitor and control financial resources inflows, expenditures and liquidity position periodically and prepare the related reports; (v) Prepare detailed cost estimates and lead reconciliation, budget analysis and projections; (vi) Process and monitor payment requests ensuring that necessary clearance is obtained, and payments are effected promptly and in accordance with applicable regulations of the financial and accounting procedure manual of the project; (vii) Ensure timely preparation of disbursement requests for necessary approvals and submit to the Bank; (viii) Ensure that all advances and direct payments to the benefit of the Project are well recorded and justified in accordance with the financial and accounting procedures manual of the project; (ix) Facilitate and support the Project Coordinator and the Project Management Team in organizing the logistics to facilitate project implementation; (x) Arrange for the project’s annual external audit in accordance with the Bank’s approved Audit Terms of Reference, and in collaboration with the external auditors, and ensure the audit report is approved and submitted to the Bank by the audit deadline spelt out in the financing agreement; (xi) Carry out any other duties as may be delegated by his/her supervisor, under the project; (xii) Provide on-the-job training for the Project Accounts’ staff; (xiii) Ensure the preparation of direct payment and Special Account replenishment requests and submit timely and appropriate Special Account justifications to the Bank; (xiv) Ensure compliance with the relevant tax legislation and remit the related taxes to the tax authorities; (v) Supporting capacity building within the implementing agency with regard to donor financial management requirements.

The financial management Specialist must have the following minimum qualifications:

- Bachelor’s degree in Financial Management and Accountant and a professional accounting qualification from a profession body is highly desirable. A Master’s level degree in finance, business administration or equivalent is highly desirable 20 points
- At least seven (7) years’ experience in financial management and accountant of which five (5) years should include disbursement and budget practices and procedures in projects financed by the AfDB or similar multi-lateral institutions. Project management experience is highly desirable 60 points
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point) 10 points

- Fluency in English and working knowledge of Portuguese is required. Experience working in African Lusophone countries is highly desirable 10 points
- The minimum qualifying score is **75 points** out of **100**

The duration of the services will be 24 (twenty-four) months, subject to a satisfactory annual performance assessment and mutual agreement between the parties.

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).

The provisions of the Financing Agreement, which is available on the Bank's website at <http://www.afdb.org>.

The ETISP now invites eligible individual consultants to indicate their interest in this assignment.

Interested individual consultants must provide information indicating that they are qualified to perform the services (an up-to-date Curriculum Vitae, a cover including a list of a least three referees).

Interested individual consultants may obtain more information at the address below during working hours: 9 am to 5 pm São Tomé and Príncipe time.

Expressions of interest must be delivered or sent by e-mail to the address below until **January 6, 2022 at 3 pm GMT** and mention "**Financial Management Specialist of the ETISP Project**".

TO: ENERGY TRANSITION AND INSTITUTIONAL SUPPORT PROGRAM (ETISP)
AFRILAND FIRST BANK BUILDING – 3rd Floor - KWAME NKUMAH AVENUE - São Tomé
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São Tomé and Príncipe
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