CALL FOR EXPRESSION OF INTEREST

Recruitment of a High Quality Management firm

----------

Opening date: August 26, 2019
Closing date: September 16, 2019

----------

AMI N° 15-2019


To support the strong commitment of its Strategic Plan, CORAF has received a financial grant from USAID for the implementation of the project “Partnership for Agricultural Research, Education and Development in West Africa (PAIRED)”.

To this end, a diagnosis of the management system of the National Centers of Specialization (NCoS) beneficiaries was carried out. Based on the results of this diagnosis, CORAF requires the skills of a firm to set up a suitable management system and the training of actors to strengthen the operational capacities of the Institutions in the different countries.

The Executive Director of CORAF invites firms that meet the qualification criteria set out in the terms of reference to express their interest in this call.
The tasks to be performed and other information related to the mission are detailed in the terms of reference below.

Firms or businesses interested in this call must provide information indicating that they are qualified to perform such services (brochures, references concerning the execution of similar contracts, CVs for each of the specialists proposed, experiences of the firm in similar areas, experiences under similar conditions, etc.).

The firm will be selected according to the rules contained in the CORAF Administrative, Financial and Accounting Procedures Manual.

Interested firms may obtain additional information from the Executive Secretariat of CORAF by sending an e-mail to b.some@coraf.org from 08:00 to 17:00 GMT.

Applications must be sent by e-mail to the following address: procurement@coraf.org by September 16, 2019 at 17:00 GMT at the latest.

Dr Abdou TENKOUANO
Executive Director of CORAF
TERMS OF REFERENCE

Context and justification

The West and Central African Council for Agricultural Research and Development (CORAF) is a sub-regional organization that was set up in 1987.

In 1995, it expanded its coverage to the English and Portuguese speaking countries of West and Central Africa. It has 23 member countries.

Its mission is to ensure “sustainable improvements in productivity, competitiveness and agricultural markets in West and Central Africa by meeting the main demands made by the target groups to the research system of the sub-region”.

As part of the implementation of its mission, CORAF has adopted a strategic plan, the implementation of which is, on the one hand, dependent on the capacity of the NCoS to manage sub-projects. One of the major focuses of this strategic plan is CORAF’s commitment to delivering a set of results including conventional research and the use of, inter alia, innovation platforms, policy research, capacity building and knowledge management with increased stakeholder involvement.

To support this strong commitment of the strategic plan, CORAF has received a financial grant from USAID for the implementation of the project “Partnership for Agricultural Research, Education and Development in West Africa (PAIRED)”.

To this end, a diagnosis of the management system of the NCoS beneficiaries was carried out. Based on the results of this diagnosis, CORAF requires the skills of a consultant to set up an appropriate management system and the training of the actors to strengthen the operational capacities of the Institutions in the different countries.

As such, the present terms of reference (ToR) have been prepared in this context.
1. **Objective of the mission**

The mission falls within the framework of the management capacity building of NCoS to fully meet CORAF’s expectations and achieve the objectives assigned to the project.

2. **Tasks and responsibilities of the mission**

By focusing on the results of the diagnoses made, the firm will work closely with CORAF and NCoS to perform the following tasks:

- Review all developed, existing manuals;
- Ensure consistency between the existing NCoS manuals and the legal provisions in force in the respective countries as well as the US Government (USG A-133) standards for NCoS in Ghana and Nigeria;
- Carry out the evaluation of the accounting organization in relation to the administrative and financial procedures of CORAF;
- Accompany the NCoS in the adoption of financial reporting tools and benchmarks;
- Analyze the procedure for processing financial and accounting operations from initiation to backup through reporting;
- Evaluate the reliability of the NCoS governance system;
- Describe an interaction plan with sub-recipients that will help address current financial, environmental and security challenges;
- Propose management tools adapted to the operating mode of CORAF;
- Develop a staff training plan;
- Strengthen the operational capacities of the project team;
- Develop and/or update the administrative, financial and procurement procedures manuals;
- Accompany the updating of NCoS administrative and financial documents and the administrative, financial and accounting procedures manual.

3. **Expected results**

- An interaction plan with the sub-recipients to carry out the mission is developed;
- A reliable governance system in accordance with the actual needs of NCoS is developed;
Management tools and benchmarks adapted to the operating procedures of CORAF and meeting the standards in this area are proposed;

The administrative, financial and procurement procedures manuals are developed and/or updated;

Support for teams in the proper implementation of new management tools is achieved.

4. Deliverables

At the end of the work, the firm will provide CORAF with two (2) copies of its report in hard copy and one electronic copy (English and French version).

5. Methodology

The firm will have to adopt a participative approach.

It should specify the methodology it intends to implement to achieve the expected results of the mission, particularly with respect to the stages of mission planning, documentation and information gathering, as well as data processing and analysis.

The firm must also specify the various progress reports or reference documents that will highlight the findings, proposals and recommendations of its work.

Without being limiting, the field of capacity building will have to cover the different functions of financial management, the organization and efficiency of the accounting system, internal control, administrative management, the management of the acquisitions of goods and services/contracting, as well as the management of material resources.

6. Qualification and experience

The firm must be a legal entity (management consulting firm, research firm/consulting office, etc.) with proven capabilities and having high quality management specialists.

The staff assigned to the mission by the firm must have the following profile:

- Have at least a Master’s degree in financial management, accounting, administration, audit, procurement or a related field;

- Have at least five (5) years of proven experience in the field of management systems of international organizations, particularly in accounting and financial management, budgeting and financial planning, audit/management control, administration, procurement and management of human and material resources;
Have solid knowledge of financial management procedures, strong computer skills and a perfect command of accounting, auditing and financial software packages and systems;

Have a thorough knowledge of the operations and functioning of CORAF and USAID.

7. Start and Venue of mission

The mission will begin during the month of September 2019 and will take place mainly at NCoS headquarters in Benin, Ghana, Mali, Niger, Nigeria and Senegal.

8. Submission of applications

Firms must submit an expression of interest including:

- A dated and signed letter of intent addressed to the Executive Director of CORAF;
- Understanding of the ToR;
- The detailed and signed CVs of the staff assigned to the mission by the firm;
- Any other relevant documentation to confirm the qualifications and experiences of the firm.

Expressions of interest must be sent to CORAF in the form of a digital file to the CORAF email address procurement@coraf.org.

The deadline for submission of applications is September 16, 2019 at 17:00 GMT at the latest.

9. Financing

PAIRED Budget.