



PEACE, PROSPERITY AND
REGIONAL INTEGRATION



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

NAME OF PROJECT: Building Blue Economy Resilience and Prosperity in IGAD and Horn of Africa

PROJECT REFERENCE: P-Z1-AAF-026 Grant No.: 5900155019358

1. The Intergovernmental Authority on Development (IGAD) has received financing from the Africa Development Bank towards implementing **Building Blue Economy Resilience and Prosperity in IGAD & Horn of Africa (BE-Prosper)**, and intends to apply part of the agreed amount for this *grant* to payments under the contract for a Project Accountant.
2. The services included under this project are mainly focusing on fostering policy and regulatory harmonization for intra-regional fish trade facilitation; enhancing fisheries governance through the implementation of integrated management plans and blue economy initiatives; and iii) strengthening institutions and knowledge capacity to effectively adapt to the impacts of climate change and other vulnerabilities. The project will be implemented in the IGAD Member States (Djibouti, Eritrea, Somalia and South Sudan) from September 2026 to end of September 2028.
3. The Executing Agency, Intergovernmental Authority on Development (IGAD) now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).
4. **Major Duties and Responsibilities:** The Project Accountant will support the facilitating fiduciary function of the project following the African Development Bank (AfDB) Financial Management and Disbursement rules and procedures during implementation of the two AfDB financed Projects. S/he will be part of the Project Team working on the implementation of the Projects' activities and will assume the following activities:
 - a) Establish and properly maintain the finance and account systems of the project in accordance with the Bank and IGAD financial rules and procedures;
 - b) Organize and maintain the financial records of the project - maintain files for all transactions, ensuring that copies of all vouchers for the financial transactions

- are orderly filed and have all the required supporting documents attached, in order to support internal and external reviews and audits;
- c) Prepare monthly financial reports and submit them on time in standard format required by the Bank and IGAD
 - d) Monitor the spending of the budget and actual monthly cash flows and ensure adequate follow ups;
 - e) Ensure daily maintenance of the financial journal and daily entry of financial transactions into the project accounting system;
 - f) Review invoices to all transactions and check that all supporting documentations are properly filed;
 - g) Oversee the operation of all banking transactions related to the project, and work with your team to prepare monthly bank reconciliation statements;
 - h) Monitor and ensure the expenditure of the project funds are made in accordance with the approved project budget and plans;
 - i) Check and inspect that all supporting documents for every transaction are in order as you prepare your monthly financial report;
 - j) Preparation of fund requests (revolving funds & direct payments) to the Donor;
 - k) Participation in the preparation and organization of the annual external audit and the mid-term review;
 - l) Ensure the effective implementation of recommendations resulting from external financial audits and Bank supervision missions;
 - m) Ensure the maintenance of a good and appropriate system for archiving accounting documents;
 - n) Ensure the proper maintenance of the project's personnel files and the retention of all employment contracts;

5. **Qualifications and Experience:** The Project Accountant will have the following qualifications and experience:

- a) Bachelor's degree Preferable a degree (BAC + 3) + an extended experience of around 10 years is an added advantage.
- b) Work experience in development projects, funded by international organisations (AfDB, WB, EU, etc.).
- c) Financial analysis skills and procurement experience (tender documents preparation).
- d) Proficiency in English or French languages is a must (oral and written), and basic knowledge of the second language is a plus.
- e) Teamwork: Demonstrated ability to work in a multicultural environment, good interpersonal skills and ability to work with minimal supervision.
- f) Adequate experience in the relevant accounting software is a requirement.
- g) Proficiency in using the Microsoft Office suite (Word, Excel, PowerPoint); Skills in Timberline will be appreciated.

6. **Duration of the assignment:** Contract duration will initially be 12 (twelve) months with a possibility of an extension upon satisfactory performance. The Project Accountant will be expected to start work in April 2026.
7. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the ***African Development Bank's Procurement Framework, dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.***
8. Expressions of interest (Cover letter, CV, and academic documents, with three reference persons including the last employer) must be submitted in a written form to the address below, in person or by e-mail on or before by **24th March 2026, 13:00 hours, Djibouti time zone (GMT+3)**

IGAD Secretariat

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