

## **TERMS OF REFERENCE**

### **Consultancy Services to Strengthen internal operational Capacity for optimal Financial and Administrative Management of Africa Centres for Disease Control and Prevention**

#### **APP Ref No. ACDC/MA/CS/04**

#### **I. Background and purpose**

The Africa Centres for Disease Control and Prevention (Africa CDC), officially launched in Addis Ababa, Ethiopia, on 31 January 2017, is the African Union's specialized technical agency with the mandate of promoting the prevention and control of diseases in Africa. It envisions a safer, healthier, integrated, and stronger Africa, whereby the Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. The agency's mission is to strengthen the capabilities of Africa's public health institutions to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programs.

The Africa Centres for Disease Control and Prevention (Africa CDC) provide exceptional professional services of creating expertise, information, and tools for people and communities need to protect their health. It is our responsibility to help ensure internal mechanisms enables our staffs and partners to accomplish their vital public health missions within a robust human resources and financial system that facilitate service delivery. To put in place all necessary measures to expedite the full operationalization of Africa CDC, a raft of interventions including installation of SAP continues to be put in place ensuring efficient and effective operations to cope with the fast-paced environment in which we operate.

#### **II. Objective of the Assignment**

- Strengthen human resources, administration, protocol, finance and operational systems that eliminates backlogs, align to the needs of Africa CDC and ensures efficient programmatic support service delivery to Member States and donors.
- Streamline work flow, approval processes and efficient conduct of support services.

### **III. Scope of Service**

#### **a) Consultant I: Administrative Assistant (3 persons)**

Major duties and responsibilities include:

- Provide timely technical and operational support in line with the Unit's mandate
- Assist in the follow up on activity implementation and provision of updates, facilitate logistical arrangements linked to the area of work
- Liaise effectively with internal and external stakeholders.
- Assist in the creation, improvement and maintenance of systems relevant to the area of work; gather data and information and do preliminary analysis and research for consideration by the bigger team and the supervisor
- Prepare office communication linked to the area of operation and assist in compiling data and information for reporting and analysis purposes. Follow up decisions and correspondence outcomes and ensure their implementation.
- Follow up on provision and upkeep of tools and materials linked to the area of work.
- Schedule a high volume of appointments, meetings and travel arrangements which may include coordinating arrangements for multiple participants;
- Create, update and maintain organized files and records including a system for tracking, monitoring and prioritizing tasks;
- Prepare correspondences, executive summary, reports, briefing papers, power point presentations and other documents as required;
- Prepare and participate in various meetings and take minutes and/or notes;
- Coordinate travel for management and line staff with the Africa CDC travel unit and ensure end-to-end arrangements of visas, flights, hotels, meetings, transportation and other required logistics support. Ensures complete travel packages are delivered to the designated officer in advance of departure. Prepare travel claims for executive and management staff and other staff as appropriate.
- Sourcing and ordering stationery and office equipment as may be required;

#### **b) Consultant II: Protocol and Administrative Assistant**

- Process entry visa and resident IDs from Ethiopian Ministry of Foreign Affairs.
- Assist with documentations, filings and official correspondences.
- Dispatch mails and correspondence to departments, MOFA & MOH.
- Make Reservations and arrangements of meeting & training venues.
- Assist with processing nameplates, flags, labels & gate access.
- Sort and maintain Africa CDC key shelves and file records.
- Assist with requisition of stationery and consumables as needed.
- Assist with processing import duty-free vehicles/furniture etc.
- Liaise with security personal for smooth running of meeting and official ceremonies.

- Assist in planning and organization receptions for Head of Missions, Head of States & Ministers
- Ensure that daily administrative support is provided in general and specialized areas.
- Schedule appointments, meetings and travel arrangements which may include coordinating arrangements for multiple participants.
- Create, update and maintain organized files and records including a system for tracking, monitoring and prioritizing tasks.
- Prepare correspondences, executive summary, reports, briefing papers, power point presentations and other documents as required.
- Monitor meeting and correspondences outcomes and decisions and follow-up on their implementation.
- Prepare and participate in various meetings and take minutes and/or notes.
- Ensure complete travel packages to staff in advance of departure.
- Prepare travel claims for executive and management staff and other staff as appropriate.
- Source and order stationery and office equipment as may be required.
- Perform any other duties as assigned by the Supervisor.

**c) Consultant III: Assistant Accountant**

- Review and improve Financial Recording and Monitoring processes to ensure efficient and effective systems;
- Ensure proper functioning of the Africa CDC accounting system in accordance with AU Financial Rules and Regulations.
- Customer account update and Reconciliation for Africa CDC's expenditure accounting on a monthly basis;
- Maintain a financial reporting calendar and ensure timely preparation of all financial reports;
- Work with project and technical officers to ensure effective grant oversight, coordination and ensure efficiency and effectiveness of Programme funded by donors through grants;
- Prepare Financial Reports as required by supervisor
- Process staff advances such as travel, Salary, imprest.
- Review the internal Control systems around the payment and all the procurement processes.
- Identify the requirements for mission payment and liquidation reports.
- Monthly budget execution report
- Monthly account closure
- Process Medical claims
- Retirement and Liquidations of several imprest Advance.

- Processing Education allowance in conformity to African Union rules and regulations
- Processing medical Evacuation in conformity to African Union requirement
- Prepare quarterly project progress report, year – end financial statements which form part of the annual financial reports;
- Under the direction of the designated Africa CDC Incident Manager, assists in the delivery of financial management support of Africa CDC emergency response activities as appropriate and assigned.
- Perform any other task as may be assigned by the supervisor

#### **IV. Key deliverables**

##### **a) Consultants 1: Administrative Assistant**

Monthly progress report in line with the above listed duties and responsibilities

##### **b) Consultants I: Protocol and Administrative Assistant**

Monthly progress report in line with the above listed duties and responsibilities

##### **c) Consultants III: Assistant Accountant**

Monthly progress report in line with the above listed duties and responsibilities

#### **V. Qualifications and experience**

##### **a) Consultants I: Administrative Assistant**

- A Bachelor's Degree in Administration or any other related field with 1 years' experience in administrative work in similar international organizations.

Or,

- A diploma in Administration or any other related field with 2 years' experience in administrative work in similar international organizations
- Knowledge of MS-Office packages
- Knowledge of SAP or similar ERP
- Knowledge of one or more of the AU working languages
- Experience working in multicultural environment

##### **b) Consultants II: Protocol and Administrative Assistant**

- A Bachelor's Degree in Administration, International Relations or any other related field with 1 years' experience in Protocol or Administrative work in similar international organizations.

Or,

- A diploma in Administration, International Relations or any other related field with 2 years' experience in protocol or administrative work in similar international organizations
- Knowledge of MS-Office packages
- Knowledge of one or more of the AU working languages
- Experience working in multicultural environment

**c) Consultants III: Assistant Accountant**

- A Bachelors Degree in Accounting, Finance or Business Management, or a related field;
- At least 2 years of progressive work experience in accounts or finance
- Proficiency in SAP with special emphasis on FICO Module
- MS Excel and spreadsheet is strongly desired.
- Hands-on experience in processing payments Advance and settlement using ERP preferably SAP
- Knowledge of one or more of the AU working languages
- Experience working in multicultural environment

**VI. Reporting and duration of the assignment**

- The consultants will report on monthly basis to the Africa CDC Senior Human Resource Officer. The Consultants will be based in Addis Ababa, with possible travel to Africa CDC offices as may be required. The duration of the assignment is six months from the date of contract.

**VII. Evaluation Criteria**

- a) General Education, Qualification and Relevant Training - 60Points
- b) Experience, technical expertise – 40 Points

**VIII. Consultancy Fee**

Remuneration is payable on monthly basis. The fixed budget allocated for this assignment is **US\$ 9,339.66** for six months per consultant. This cost includes all consultant's costs and profit. Fees payable do not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations and workshops. These costs will be met by Africa CDC. The duration of the assignment is six months.

**IX. Required Documentations**

Detailed CV outlining the following:

- Educational and Professional Qualification/Certifications

- Relevant experience in similar assignment per project
- References with Phone number and email addresses

## **X. Invitation**

The African Union Commission now invites eligible Consultants (“Consultants”) to submit their CVs in providing the Services and required documents as listed in the ToR. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are listed in the ToR.

A Consultant will be selected in accordance with the Individual Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours, Addis Ababa Time.

CVs must be delivered in a written form following the above shortlisting criteria to the emails below before 15:00 Hours Local Time on 21<sup>st</sup> May 2024

Africa Centres for Diseases Control and Prevention,  
Supply Chain Management Division  
Administration Directorate  
Lafto Square, Haile Garment,  
Africa CDC Office, A2 Tower, 7th floor, Room No. 712  
E-mails: [tender@afriacdc.org](mailto:tender@afriacdc.org); and  
[selamg@afriacdc.org](mailto:selamg@afriacdc.org)