

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES– INDIVIDUAL CONSULTANTS)

ASSIGNMENT TITLE: CONSULTANCY SERVICES –

**REQUEST FOR RECRUITMENT OF INDIVIDUAL CONSULTANTS FOR
THE DIGITALIZATION OF AFRICA CDC FINANCE ARCHIVING.**

Date: September 19 2024

PROCUREMENT REFERENCE No: ACDC/MA/CS/05

1. BACKGROUND

The Africa Centres for Disease Control and Prevention (Africa CDC) is a specialized technical institution of the African Union that supports Member States in their efforts to strengthen their health systems. Africa CDC was officially launched in January 2017, and is guided by the principles of leadership, credibility, and ownership, and delegated authority, timely dissemination of information, transparency, accountability, and value addition. The institution works with all African countries to strengthen the capabilities of their public health institutions for disease surveillance, emergency response, prevention and control, including the capacity to detect and respond quickly and effectively to disease threats.

It also serves as a platform for Member States to share and exchange knowledge and lessons from public health interventions. Effective public health interventions/actions require an adequately staffed, highly skilled, diverse and interdisciplinary workforce. Given the diminishing ratio of the African Public health workforce to the dual burden of disease on the continent, there is a need to strengthen and build the capacity of the public health workforce in the continent to meet the current responsibilities.

Africa CDC Finance Directorate is seeking 3 consultants (Archivist- Team Lead, Archivist and Tax Consultant) for digitalization of Finance archiving for four (4) months renewable subject to availability of funds.

No	Designation	Number of Positions	Period
1	Archivist-Team Lead	1	4 months
2	Archivist	1	4 months
3	Tax Consultant	1	4 months

A. TERMS OF REFERENCE(TOR) FOR CONSULTANCY POSITION: ARCHIVE TEAM LEAD.

1. SCOPE OF WORK:

The Archive Team Lead will be responsible for:

- Design and implement a comprehensive archiving strategy tailored to the needs of the Finance Directorate, ensuring systematic organization, storage, and retrieval of financial records.
- Oversee the classification, cataloging, and maintenance of financial documents, including invoices, receipts, contracts, and audit reports, in both physical and digital formats.
- Ensure compliance with Africa CDC's policies, donor regulations, and regional legal frameworks regarding document management and retention. Implement measures to secure sensitive financial information against unauthorized access and data breaches.
- Provide training and support to finance staff on best practices for records management, use of archiving systems, and document retrieval processes.
- Regularly audit the archiving process to ensure accuracy, completeness, and adherence to established protocols. Identify areas for improvement and implement corrective actions.
- Collaborate with the Finance Directorate team to ensure seamless integration of archiving processes with other financial operations. Maintain open communication channels for efficient document handling and retrieval.
- Maintain accurate records of archiving activities, prepare periodic reports on archiving status, and provide updates to the Director of Finance.

2. QUALIFICATIONS AND EXPERIENCE OF CONSULTANT:

- Bachelor Degree in Business Administration, Finance, Management, or a related field.
- Minimum of 3 years of experience in financial management, records management, or archiving, with a proven track record in managing financial documentation and compliance.
- Proficiency in records management software, financial reporting systems, and database management. Familiarity with electronic archiving tools and digital transformation of financial records.
- Strong written and verbal communication skills, capable of preparing clear and concise reports and guidelines.
- Professional certifications are advantageous
- Fluency in English is required; knowledge of French or other African Union working languages is an advantage.

3. DELIVERABLES:

- A fully operational and compliant archiving system for the Finance Directorate.
- Training materials and sessions for staff on records management best practices.
- Periodic reports on the status and effectiveness of the archiving system.
- Recommendations for continuous improvement in archiving processes.

B. TERMS OF REFERENCE (TOR) FOR CONSULTANCY POSITION: ARCHIVIST

1. SCOPE OF WORK:

The Archivist will be responsible for:

- Assist the team lead in the classification, cataloging, and secure storage of financial records in both physical and digital formats, ensuring that records are easily accessible and maintained according to AU policies and best practices.
- Assist the implementation of standardized procedures for records retention, archiving, and disposal to improve the efficiency of the archival system.
- Support the transition from physical to digital record-keeping, including the use of electronic document management system for enhanced efficiency and security.
- Ensure that all financial records are archived in a manner that supports compliance with regulatory requirements and facilitates internal and external audits.

- Prepare and submit regular reports on the status of the archival system, including compliance with financial regulations, system improvements, and recommendations for further enhancements.
- Any other task as assigned.

2. QUALIFICATIONS AND EXPERIENCE OF CONSULTANT:

- Degree in Business Administration, General Accounting, Tax information System, or a related field.
- Minimum of 1 year of experience in finance-related records management, archiving, or administrative roles, with exposure to both physical and digital document management.
- Proficiency in records management, electronic document management system, and understanding of archival standards and best practices.
- Strong written and verbal communication skills, with the ability to prepare clear reports and documentation.
- Excellent organizational and multitasking abilities, with attention to detail and accuracy in handling financial records.
- Fluency in English and French.

3. DELIVERABLES:

- A well-organized and efficient archival system for the Finance Directorate, incorporating both physical and digital records.
- Standard operating procedures (SOPs) for records management, retention, and disposal.
- Regular status reports on archival activities, compliance with regulations, and recommendations for improvements.

C. TERMS OF REFERENCE (TOR) FOR CONSULTANCY POSITION: TAX CONSULTANT

1. SCOPE OF WORK:

The Tax Consultant will be responsible for:

- Ensuring compliance with all relevant tax regulations, including income tax, VAT, withholding taxes, and other statutory tax requirements applicable to Africa CDC.
- Assist in the reconciliation of books of accounts
- Maintain positive relationship with staff and client and service providers

- Providing expert advice on tax planning and optimization strategies, identifying opportunities for tax savings, and advising on potential tax liabilities.
- Assisting in the preparation and review of reports, and other required documentation to ensure accuracy and compliance.
- Supporting the Finance Directorate during tax audits by preparing necessary documentation, coordinating responses tax authorities if required.
- Keeping abreast of changes in tax legislation that may affect Africa CDC and advising the organization on how to respond to these changes.
- Any other task as assigned.

. QUALIFICATIONS AND EXPERIENCE OF CONSULTANT:

- Bachelor's degree in Accounting, Finance, Taxation, banking or a related field.
- Minimum of 4 year of experience in finance, with specific exposure to tax compliance, tax advisory services, or related fields.
- Knowledge of tax regulations and laws applicable to non-profit organizations and international entities; proficiency in using tax compliance software and financial management systems.
- Strong analytical and problem-solving skills, with the ability to interpret complex tax laws and provide practical solutions.
- Excellent written and verbal communication skills, capable of preparing clear tax reports and presentations.
- Experience in organized setup environment like bank and Inter governmental will be an added advantage.
- Fluency in Amharic; knowledge of English is an advantage.

3. DELIVERABLES:

- Comprehensive tax compliance review and reports, including recommendations for improving tax practices.
- Preparation and submission of accurate and timely tax returns and other related documentation.
- Development of a tax policy document tailored to Africa CDC's operational context.
- Status reports on tax compliance activities and any issues requiring management attention.

2. OBJECTIVES OF THE CONSULTANCY

As part of the planned activities for the Directorate of Finance in the year 2024, approval for digitalization of Finance archiving was sought, this in an effort to strengthen Africa CDC finance support deliverables and efficiency, this among other will ensure sound internal control and accountability, proper financial recording, documentation and improved overall financial management system.

3. DURATION OF CONSULTANCY:

This consultancy shall be for four (4) months with twenty working days per month are expected to be spent on this consultancy. The consultants will report on a monthly basis to the Director of Finance.

4. DUTY STATION:

The consultants shall work from the Head Quarters of Africa CDC in Addis Ababa, Ethiopia.

5. PERFORMANCE CRITERIA:

The performance of the consultants will be evaluated on a monthly basis. The criteria used to measure performance will be:

- Timely implementation of activities.
- Ability to meet deadlines in terms of reporting.
- Quality with which assigned tasks were completed.

6. EVALUATION AND QUALIFICATION CRITERIA:

1. General Education Qualification and Relevant Training (20 points)
2. Experience Related to the Assignment (70 points)
3. Language (10 Points)

7. CONSULTANCY FEE:

Remuneration is payable on a monthly basis. The fixed budget allocated for this assignment is presented below. 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 and its Partners. The duration of the assignment is four months.

No	Designation	Number of Positions	Period	Monthly Fee	Total for 4 months in (US \$)
1	Archivist-Team Lead	1	4 months	4,713.66	18,854.64
2	Archivist	1	4 months	1,888.00	7,552.00
3	Tax Consultant	1	4 months	1,888.00	7,552.00

8. APPLICATION SPECIFICATIONS:

Interested consultants should include in their application the following:

- Relevant experience related to the assignment
- Contacts of at least 3 organizations previously worked for
- Curriculum Vitae
- Cover letter (not more than two pages long)

The Africa CDC now invites eligible **Individual Consultants** to indicate their interest in providing the Services. Interested candidate must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services.

The Consultants will be selected in accordance with the Individual Selection method set out in the AU Procurement Manual V.2.0.

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.



Interested consultants must respond to the call by sending their comprehensive CVs in a written form following **the above criteria** to the emails below before 15:00 Hours Addis Ababa Time on 03 October 2024.

Africa Centres for Diseases Control and Prevention, Attn: Director of Management and Administration. Africa CDC Office Complex, Haile Garment Area Ababa, Ethiopia
E-mails: Tender@afriacdc.org and Abuj@afriacdc.org