

**EAST AFRICAN COMMUNITY  
SECRETARIAT**



**TERMS OF REFERENCE  
(INDIVIDUAL CONSULTANT)  
FOR  
PROJECT ACCOUNTANT  
(REF: EAC/ENSURE PROJECT 003/2024)**

**ENABLING SUSTAINABLE REGIONAL AGRICULTURAL EXTENSION (ENSURE)  
PROJECT**

**Position:** Project Accountant

**Type:** Consultancy

**Reports to:** Administratively reports to Project Coordinator and Professionally to Director of Finance.

**Duration of Contract:** One-year renewable subject to performance and funds availability

**Duty Station:** EAC Secretariat Headquarters, Arusha – Tanzania

**1. Background**

The East African Community (EAC) Secretariat has received funds from the African Development Fund of the African Development Bank Group (AfDB) to implement the **Enabling Sustainable Regional Agricultural Extension (ENSURE) Project**. In order to strengthen the human resource capacity for coordination and implementation of the EAC-AfDB project “Enabling Sustainable Regional Agricultural Extension (ENSURE): a regional extension project aims to catalyzing adoption and scaling of technologies for

African agricultural transformation through extension”. The East African Community (EAC) seeks to recruit an individual consultant to fill the position of the **Project Accountant**.

The Enabling Sustainable Regional Agricultural Extension (ENSURE) project is the regional project supported by the grant to EAC from African Development Bank (AfDB) to strengthen regional agricultural extension through enhanced cooperation between the public sector, private sector, and civil society. The project aims to increase the long-term sustainability of agriculture in the region by increasing access to robust extension services while improving the capacity of EAC and the Partner States to provide responsive and reflexive extension services and training in line with article 105 (2d) of the treaty for establishment of EAC. Specifically, it aims to (i) promote a regional approach to strengthening agriculture extension, (ii) enhancing the role of extension in transforming agriculture, (iii) facilitating farmers’ access to advice and information, and (iv) facilitating adoption of climate-smart technologies and building the resilience of farming communities

The project will use a regional approach to strengthen agriculture extension to leverage the pivotal role extension plays in transforming agriculture. The initiative will mainly focus on three key areas of intervention: (i) create an enabling an environment for regional harmonized extension and inputs policies, (ii) deploy a regional pluralistic extension approach (public, private NGOs); and (iii) establish a regional extension capacity-building program targeting transboundary pests and diseases especially fall armyworm and desert locusts. The aspects of gender, climate change, environment and social safeguards are well mainstreamed in all project interventions.

## **2. Overall Objective of the Assignment**

The main objective of this assignment is to support the project team regarding financial and contract management, compliance, payments, reports and any other duties related to the implementation of various activities of the ENSURE Project.

## **3. Scope of Services**

The accountant will provide support on financial matters during project implementation at national and regional level including the following: -

- i. Liaising with Project Coordinator and other Project Team members for preparations of Annual Operation Plans (AOPs), Work plans, and Budget Forecasts & Reports so as to maintain objectivity and timely implementation and completion of all approved activities;
- ii. Reviewing Local Purchase Orders (LPOs), suppliers and consultants’ invoices, Project Travels, Activities and Meeting requisition documents in compliance to approved work-plans, testing eligibility and budget checks for all requests prior to authorizations and payments;
- iii. Handle payments to all internal and external customers in line with the AfDB and EAC Financial Management Guidelines and Best Accounting Practices;

- iv. Ensure Accurate Data Capturing into the Accounting Systems, prompt Reconciliations and Adherence to Accountability Checking as per the AfDB and EAC Management guidelines;
- v. Safe custody and prompt retrieval of all key information (Accounting Documents & Files, Contracts/Agreements and Reports);
- vi. Steering Coordination and Representation of the Project Management in All Statutory Processes of EAC Planning and Budgeting Cycles in close consultation with Project Coordinator, Directorates of Planning, Finance and Productive Sectors so as to ensure compliance and approvals at EAC and AfDB levels;
- vii. Collaborate with Procurement unit and support on time procurement and supply of goods/works and consulting services as per the approved work plans;
- viii. Support the Project Team in delivering Finance Data required for the development of Monitoring and Evaluation reports of the Project;
- ix. Provide Financial Facilitation to all Approved Activities/Meetings/Missions of the Project (within and outside the EAC Headquarters) including Steering Committee Sessions conducted jointly by the EAC Secretariat and the AfDB;
- x. Prepare Quarterly Interim Financial Reports (IFRs) and Annual Financial Reports for funds utilization in conjunction with the EAC Secretariat Finance Team;
- xi. Ensure smooth and prompt Facilitation of All Statutory Audits to the Project by providing relevant supporting documents to the Auditors, coordinate response/clarifications by technical teams and drafting of management letter;
- xii. Ensure all round stakeholders' satisfaction through regular communication of updates and feedback; and
- xiii. Carry out any other relevant duties that may from time to time be assigned by the project coordinator in accordance with the objectives of the project.

#### **4. Education Qualifications**

All candidates applying must have qualifications that are recognized by the relevant national accreditation body in their respective countries. This condition is applicable for locally and internationally attained qualifications.

All professions that require registration with the specific professional bodies will be expected to do so in compliance with the requirements of their respective Partner States.

#### **5. Qualification and experience**

To be qualified for the position, the individual must meet the following minimum required qualifications and experience:

- a) Minimum Bachelor's degree in accounting, or similar field, and at least Part I of Accounting Professional Qualification: Certified Public Accountant (CPA) or Association of Chartered Certified Accountant (ACCA);
- b) At least five (7) years of experience in handling Accounts of Development Partners Project(s);

- c) Proficiency in Electronic Accounting Systems such as Infor SunSystems and/or any other Accounting Systems of similar functionality; and
- d) Conversant with Procurement Procedures and Processes of AfDB or similar Multilateral Development Organizations/Institutions and EAC is an added advantage.

## **6. Deliverables**

The Consultant shall prepare and submit the following reports:

- a) Annual Project Financial Workplan;
- b) Quarterly Project Financial Report; and
- c) Annual Project Financial Report.

## **7. Duration of Assignment**

The effective date shall be the date of signature of consultancy contract agreement and completed within twelve months from the date of the commencement of services. This period may be renewable depending on the client and the funding agreement.

## **8. Location**

The accountant will be based at EAC HQ in Arusha Tanzania.

## **9. Payment**

The contract will be time based and payment is made on monthly basis

## **9. Facilities to be provided by the Client**

The client will make available office accommodation, and relevant to the performance of the works.

## **10. Reporting**

The accountant will work under the overall supervision of the Project Coordinator.