

REPÚBLICA DEMOCRÁTICA



DE S. TOMÉ PRÍNCIPE

Unidade-Disciplina-Trabalho

MINISTRY OF INFRASTRUCTURE NATURAL RESOURCES AND ENVIRONMENT  
ENERGY TRANSITION AND INSTITUTIONAL SUPPORT PROJECT (ETISP)

INDIVIDUAL CONSULTANT FOR  
PREPARATION OF AN ADMINISTRATIVE, ACCOUNTING AND FINANCIAL PROCEDURES  
MANUAL FOR THE ETISP PROJECT

Sector: Energy

Reference: 2100155040664

Project ID No.: P-ST-FAB-002

The Government of São Tomé and Príncipe (GoSTP) has received financing by the African Development Bank, towards the cost of the Energy Transition and Institutional Support Program (ETISP). Part of the African Development Bank financing will be used to fully finance the costs of the contract entitled “**Preparation of an Administrative, Accounting and Financial Procedures Manual for the ETISP project**”.

The preparation of an **Administrative, Accounting and Financial Procedures Manual** is necessary to ensure the project is implemented on time and achieves the objectives assigned to it. It will enable the Project to have clear and codified guidelines and instructions in terms of administrative, accounting and financial management.

The individual consultant will help give those responsible for the various components of the Energy Transition and Institutional Support Program (ETISP) the necessary tools for management. Indeed, the consultant will team up with the heads of the components and activities to define in the manual, the role and responsibilities of each and determine the procedures to be applied in the different situations encountered. The manual must also make it possible to situate the responsibilities and procedures relating to the project in the operation of its management bodies.

The main tasks of the consultant will consist of describing (i) the project actors and their roles and responsibilities and (ii) the financing, operating and monitoring mechanisms and the administrative, accounting and financial management procedures.

These procedures must make it possible to :

(i) optimally manage the external funds made available to the Democratic Republic of São Tomé and Príncipe as well as the national counterpart by respecting the procedures and directives of the donors as well as the rules of the national public administration in terms of management special account, disbursement, procurement of goods and services, audit; (ii) ensure the reliable entry, processing and storage of administrative, operational and accounting information of the Project; (iii) set up an administrative and accounting management information system in accordance with the requirements of the financing agreements and based on:

- efficient administrative procedures ;
- an accounting organization and accounting procedures in accordance with the rules and offering security guarantees in terms of recording, processing, control and restitution of information ;
- streamlining the processing and storage of information.

The individual Consultant must have the following minimum qualifications and experience:

- Degree in Accounting, Financial Management, Business Administration or closely related area: ..... **20 points**
- Minimum of seven (07) years' experience as accountant or financial management specialist, of which at least four (04) as account or financial management specialist in projects financed by the African Development Bank or by another multilateral development bank. Experience in office or project administrative roles will be an advantage.....**40 points**
- Experience of having prepared Administrative, Accounting and Financial Procedures Manual for at least two (2) projects financed by the African Development Bank and/or by another multilateral development bank.....**30 points**
- Fluency in written and spoken Portuguese with working knowledge of English or French...**10 points**

**The minimum qualifying score is 75 points out of 100**

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's Procurement policy Framework (October 2015).

The provisions of the Financing Agreement, which is available on the Bank's website at <http://www.afdb.org>.

The ETISP now invites eligible consultants to indicate their interest in this assignment.

Interested consultants must provide information indicating that they are qualified to perform the services (an up-to-date Curriculum Vitae, a cover including a list of at least three referees).

Interested consultants may obtain more information at the address below during working hours: 9 am to 5 pm São Tomé and Príncipe time.

Expressions of interest must be delivered or sent by e-mail to the address below until **April 5, 2023 at 3:00 pm GMT** and mention **"Individual Consultant for Preparation of an Administrative, Accounting and Financial Procedures Manual for the ETISP project"**.

**TO: ENERGY TRANSITION AND INSTITUTIONAL SUPPORT PROGRAM (ETISP)**

Project Administration Trust Agency (AFAP)

AFRILAND FIRST BANK BUILDING – 3<sup>rd</sup> Floor - KWAME NKUMAH AVENUE - São Tomé

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São Tomé and Príncipe

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ETISP' Coordinator

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