



APPN
AFRICAN PUBLIC PROCUREMENT NETWORK
RACOP
RÉSEAU AFRICAIN DE LA COMMANDE PUBLIQUE

AFRICAN PUBLIC PROCUREMENT NETWORK

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EXECUTIVE COMMITTEE

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TECHNICAL SECRETARIAT

CALL FOR EXPRESSION OF INTEREST N° 01/2021/AMI/RACOP/EC/ST
(SERVICES OF CONSULTANT – SELECTION OF INDIVIDUAL CONSULTANT)

RECRUITING OF A CONSULTANT FOR THE ELABORATION OF THE AFRICAN PUBLIC PROCUREMENT NETWORK'S MANUAL OF ADMINISTRATIVE, FINANCIAL AND ACCOUNTING PROCEDURES

In the framework of its operationalization process, the African Public Procurement Network (APPN) through its Technical Secretariat has planned from its 2021 annual budget, the implementation of its 2021 Action Plan and has the intention to utilize a part of the amount of the said budget to make the authorized payments for the contract regarding the elaboration of the African Public Procurement Network's manual of administrative, financial and accounting procedures.

The expected "Services" from the individual Consultant are as follows:

- elaboration of the African Public Procurement Network's manual of administrative, financial and accounting procedures in accordance with its statutory texts;
- provision of the Technical Secretariat with the necessary tools for the daily adequate management of the network;
- description of APPN through the organizational chart defining clearly the functional relationships between the different entities involved in the running of the network,

Besides, the Consultant should:

- prepare and participate in the briefing and framing session ;
- draft and present the methodological work note and the reviewed planning;
- collect data and information from the players;
- elaborate the draft manual;
- make a presentation of the DRAFT to the Executive Committee ;
- incorporate the remarks of the Executive Committee and the Technical Secretariat ;
- elaborate the final version of the manual and write the report of the mission ;
- train the Technical Secretariat's team.

This list of tasks is not comprehensive and the Consultant should use his/her experience to propose any pertinent task likely to contribute to the satisfactory achievement of the global and specific objectives of the mission.

The work period is estimated for thirty (30) man-days and covers all the activities necessary for the implementation of the mission, including the manual validation meetings with the Executive Committee and training with the staff. After the adoption of the manual by the General Assembly, the Consultant should train and follow up the Technical Secretariat in effective utilization of the manual.

The forecast time to start the mission is October 18, 2021.

The terms of reference of the mission may be obtained by email at: stracop.appn@gmail.com.

The African Public Procurement Network, via its Technical Secretariat, invites the eligible individual Consultants to express their interest in providing the services described above.

The interested individual Consultants must provide information, resume, degree and documents proving their having the required qualifications and relevant experience needed for the execution of the services.

The Consultant should meet the following requirements:

- Being an expert in finance and accounting, a mission leader with a university training (BAC+5) in business management, finance, accounting, control and audits and with accounting expertise or equivalent.
- Having five (05) years of experience in finance and accounting management;
- Proving through certificates of successful completion of at least two (2) missions of elaborating a manual of technical, administrative, financial and accounting procedures with a least one for an international association or multilateral institution similar to the African Public Procurement Network. The candidates will provide proofs (certificate of employment, certificates of services provided, certificates of successful completion) of similar missions accomplished successful.

Work and communication languages will be **French and English**. Documents and reports relating to the mission will be written in French and English.

The additional information relating to the mission can be found at stracop.appn@gmail.com

Public Procurement Regulatory Authority on 6th and 7th floors of Immeuble Sanlam, Bvd GNASSINGBE Eyadéma, close to the General Directorate of TOGOCOM; Tel.: (+228) 22 23 06 80/ 22 23 06 81 or by email at stracop.appn@gmail.com.

Expressions of interest, only in French, must be sent by email (at stracop.appn@gmail.com) or deposited in person in sealed envelopes at the address above, no later than October 05, 2021 at 10 a.m. (GMT) with the object or mention: "Manifestation d'intérêt pour la mission d'élaboration du manuel de procédures administrative, financière et comptable du Réseau Africain de la Commande Publique".

Lomé, 21/09/2021



The Secretary General

Afatar Touré MOROU



APPN
AFRICAN PUBLIC PROCUREMENT NETWORK
RACOP
RÉSEAU AFRICAÎN DE LA COMMANDE PUBLIQUE

**Terms of Reference for the Recruiting of a Consultant in
Charge of the Elaboration of the African Public Procurement
Network's Manual of Technical, Administrative, Accounting
and Financial Procedures**

July 2020



I- BACKGROUND AND RATIONALE

Conscious of the important volume of expenditures represented by public procurement and the huge number of transactions it generates, on the one hand, and concerned with the promotion of transparency, effectiveness and accountability of the players for a good governance, on the other hand, the participants in the conference held in 1998 in Abidjan, in Côte d'Ivoire, had a think that brought to the adoption of a common strategy of public procurement reform in Africa.

A decade after the conference in Abidjan, the participants in the high-level forum on public procurement systems' reform in Tunis (Tunisia) in 2009, accepted the importance of the results obtained and underlined the necessity to consolidate the achievements through a multi-sectoral and participatory approach. It's in that frame that the participants in the forum decided to put in place an African network of the stakeholders to mobilize the actors, foster information sharing, share experiences and promote a second generation of public procurement reforms.

After a few attempts to concretize the engagement, the stakeholders at the high-level forum on public procurement held from April 3 to 7, 2017 in Johannesburg (South Africa) made the firm decision to meet again in Lomé in 2018 for the setting up of the network.

Pursuant to that decision, the delegates of the institutions in charge of public procurement in the forty-three (43) African countries met again in Lomé from October 29 to 31, 2018 in constitutive General Assembly of the African Public Procurement Network (APPN).

That constitutive meeting helped adopt the statutes and set up the network steering bodies such as:

- the General Assembly;
- the Presidency;
- the Executive Committee;
- the Technical Secretariat.

The Technical Secretariat (TS) of the network is temporarily based in Lomé and is run by the Togo Public Procurement Regulatory Authority (ARMP). It is in charge of the execution of the network's operationalization plan.

The essential objectives of the network are to foster the development and the integration of the public procurement sector thanks to the active cooperation between its members.

Therefore the network aims at:

- ☞ Promote and maintain a space for reflection and mutual understanding among its members;
- ☞ Promote inter alia horizontal technical cooperation, exchanges of training and experience among its members;
- ☞ Work to build capacities of institutions in charge of public procurement in its member states;
- ☞ Establish partnership between various actors in public procurement;



- ☞ Help mobilize the members to promote information sharing and exchange of experience in order to strengthen the harmonization of processes and convergence of policies; and
- ☞ Launch innovative programs to promote the strengthening and improvement of public procurement systems and promote prevention of corruption and other threats to development;
- ☞ Encourage the use of country systems by donors.

The implementation of these missions and the operationalization of the APPN necessitate administrative, technical, accounting and financial aspects, which implementation procedures must be clearly defined in order to ensure good governance. Hence the need for having a manual of technical, administrative, accounting and financial procedures that will serve as a reference tool for day-to-day management of the Technical Secretariat.

These current terms of reference define the scope of the mission that will be entrusted to a Consultant for the drafting of the said manual, which must take into account the network's statutes and rules and regulations.

II- OBJECTIVES OF THE MISSION

The overall objective of this mission aims at promoting transparent management and good governance by defining technical, administrative, financial and accounting management procedures needed for the daily operationalization of the African Public Procurement Network's bodies.

Specifically, it's all about:

- ☞ elaborating the African Public Procurement Network's manual of administrative, financial, and accounting procedures in accordance with its statutory texts;
- ☞ providing the Technical Secretariat with the necessary tools for the daily adequate management of the network;
- ☞ describing the APPN organization through an organizational chart defining clearly the functional relationships between the different entities involved in the running of the network.

III- ESPERED RESULTS

The following results are expected during the Consultant's work:

- ☞ an organizational chart defining clearly the functional relationships between the different entities involved in the running of the network is adopted;
- ☞ the necessary tools for the daily adequate management of the network are developed and approved;
- ☞ the manual of technical, administrative, financial and accounting procedures finalized and approved by the APPN and its technical and financial partners is available and contains the following aspects:
 - institutional aspects;
 - activity planning;



- budget preparation and approbation (sessions, procedures,...);
- public contracts and public procurement ;
- activity monitoring;
- financial procedures;
- accounting procedures;
- administrative procedures;
- activity reports;
- internal audit and revision ;
- appendixes.

IV- TASKS OF THE CONSULTANT

Activities to undertake for this mission are detailed as follows:

- ☞ Preparation and participation in the briefing and framing session;
- ☞ Writing and presentation of the methodological work note and the reviewed planning ;
- ☞ Data and information collection from the players;
- ☞ Elaboration of the draft manual;
- ☞ Presentation session of the DRAFT to the Executive Committee
- ☞ Incorporation of the remarks of the Executive Committee and the Technical Secretariat ;
- ☞ Preparation and facilitation of a validation workshop ;
- ☞ Drafting and submission of the final version of the manual and the mission report;
- ☞ Preparation and training of the Technical Secretariat;

This list of tasks is not comprehensive and the Consultant should use his/her experiences to propose any pertinent task likely to contribute to the satisfactory achievement of the global and specific objectives of the mission.

V- PROFILE OF THE CONSULTANT

The Consultant should meet the following criteria:

- Being an expert in finance and accounting, a mission leader with a university training (BAC+5) in business management, finance, accounting, control and audits and with accounting expertise or equivalent.
- Having five (05) years of experience in finance and accounting management;
- Proving through certificates of successful completion of at least two (2) missions of elaborating a manual of technical, administrative, financial and accounting procedures with at least one (1) being for an international association or multilateral institution similar to the African Public Procurement Network. The candidates will provide proofs (certificate of employment, certificates of services



provided, certificates of successful completion) of similar missions accomplished successful.

VI- DURATION OF THE MISSION AND DELIVRABLES

The expected duration of the mission is thirty (30) man-days and will cover all the activities. And during that period of time, the Consultant will provide, in accordance with the work agenda agreed, the following deliverables:

- ☞ a methodological note (finalized following the mission framing session) ;
- ☞ the DRAFT of the manual, twenty (20) working days after the start of the mission. The Technical Secretariat and the Executive Committee will provide their comments on the DRAFT;
- ☞ the interim version of the manual obtained after the incorporation of the Technical Secretariat and the Executive Committee's comments. This version will be shared with all the member countries of the network for their remarks;
- ☞ a final version in an electronic format after taking into account the remarks of all the member countries of the network.
- ☞ the physical formats of the training modules.

VII- MONITORING AND FINANCING OF THE MISSION

The mission will be implemented at the headquarters of the Technical Secretariat of the African Public Procurement Network. The related costs of the mission will be covered by the budget of the network. The recruiting procedure of the firm is the one of the World Bank regarding the recruitment of individual Consultants. The recruiting process and the monitoring of the mission implementation are handled by the Technical Secretariat under the supervision of the Executive Committee.

Lomé,

21/09/2024

The Secretary General



Affar Touré MOROU