

TERMS OF REFERENCE (TORS)

SHORT TERM INDIVIDUAL CONSULTANCY TO PROVIDE FINANCIAL MANAGEMENT SERVICES FOR RSIF RESEARCH AND INNOVATION PROJECTS IN MOZAMBIQUE

Project Name:	The Regional Scholarship and Innovation Fund for Applied Sciences, Engineering and Technology (PASET RSIF)
Reference No:	KE-ICIPE-296225-CS-INDV
Grant No.:	D347-3A
Expected duration:	60 working days September 1, 2022 - August 31, 2023)
Expected start date:	1st September 2022
Application deadline:	28th July 2022

A. Background

The Regional Scholarship and Innovation Fund (RSIF) is the flagship program of the African Government led Partnership for Skills in Applied Sciences, Engineering and Technology (PASET). It aims to train high quality PhD and post-doctoral students to address the human resource gap in the fields of applied sciences, engineering, and technology (PASET) and to contribute to improving research and innovation capacities in those fields in Sub-Saharan Africa (SSA). The program is designed in three complimentary windows which supports PhD training (Window 1) and a competitive grants scheme that provides grants for research (Window 2) and innovation (Window 3). RSIF is funded by contributions from African governments, the World Bank, and the Government of Korea; and coordinated by the International Centre of Insect Physiology and Ecology (*icipe*), Nairobi, Kenya, as the Regional Coordinating Unit (RCU).

B. Financial management services for RSIF research and innovation

The government of Mozambique through its World Bank funded project on Improvement for Skills Development in Mozambique (MozSkills) has contributed to RSIF to finance PhD Scholarships, research, and innovation grant activities. The support for research and innovation activities is provided through competitive grants with an objective to build research capacity, innovation development and promote commercialization of innovative products.

C. Objective of the assignment

icipe intends to hire services of an individual consultant to provide financial management services for up to 15 Research and Innovation Grant projects in Mozambique.

The objective of the assignment is to help RSIF grantees in Mozambique comply with financial management provisions and other related obligations stipulated in the project grant agreement. In this regard, the consultant shall provide regular financial management advice, and where necessary, capacity building to RSIF grantees in Mozambique.

D. Scope of the consultancy

Reporting to the RSIF Regional Coordination Unit Manager, and with support from the *icipe* finance unit, the consultant will undertake the following tasks;

- i. Support *icipe* team in conducting due diligence checks and carrying out financial and administrative capacity assessments for new partners.
- ii. Support *icipe* team in the financial management aspects during onboarding of project partners, including budgets reviews for completeness and coordinating pre- and post-award actions for the partners.
- iii. Support *icipe* team to assess, plan, and conduct financial capacity building activities for project partners.
- iv. Carry out financial management supervision for ongoing partners including; follow up and review of partner reports for accuracy, completeness, and compliance before submission to *icipe* finance team.
- v. Work with *icipe* finance unit to facilitate timely disbursement of funds to project partners.
- vi. Maintain close collaboration with grantees and participate in bi-annual grant monitoring visits to partners to ensure projects are implemented in compliance to donor and *icipe* guidelines and the reasonable linkage of research work and reported financial performance.

E. Key deliverables and timelines

The key deliverables for the consultant are;

No	Deliverables	Time Effort
1	Financial and Administrative due diligence assessment reports for new projects awarded to Mozambican institutions	10%, one off
2	Signed Project Grant Agreements for new partners including budgets approved by <i>icipe</i>	5%, one off
3	Financial capacity building plan and quarterly reports	75%
4	Approved quarterly financial review reports of project partners in line with <i>icipe</i> and donor reporting guidelines and timelines	(25% every 3 months)
5	Project partners financial review and monitoring visit reports (quarterly) highlighting financial reporting and compliance gaps/strengths and follow up actions	
6	Final financial management handover report	10%, one off
	Total	100%

F. Qualifications and experience

- i. Relevant Bachelor's Degree in Accounting, Business Administration, Finance, or related Field.
- ii. Professional accounting qualifications (such as ACCA or CPA) or its equivalent.
- iii. At least 5 years progressive experience in financial management, donor reporting, financial audits, and budget monitoring.
- iv. Demonstrated successful experience in review or design or implementation of internal and management controls.
- v. Demonstrable understanding of project planning and management cycles, including planning and budget development processes.
- vi. Experience managing awards from a variety of donors, such as the World Bank and others.
- vii. Demonstrated ability to work effectively with stakeholders at all levels.
- viii. Fluency in Portuguese and English (Oral and written).
- ix. The consultant should preferably be based in Mozambique for efficient implementation of tasks outlined above.

G. Application guidelines

Interested applicants should submit the following documents to **rsiftenders@icipe.org** by **28th July 2022 at 11:00 hrs EAT.**

1. Technical proposal

- i. Detailed cover letter expressing interest in this assignment, including full contact details (name, tel. e-mail), and physical address.
- ii. Consultant's detailed CV.
- iii. Evidence of undertaking similar assignment work during the last 5 years.
- iv. Contacts of at least three references.
- v. Methodology to be used during the assignment.
- vi. Work plan clearly indicating the maximum time and duration required for the assignment.
- vii. Should be in English language.

2. Financial proposal

- i. Provide a competitive and detailed cost breakdown to perform the assignment, inclusive of all chargeable taxes (The fee should be quoted in US\$).

H. Criteria for selection of the best offer

The Consultant will be selected in accordance with the criteria laid down in "Selection Based on Consultants Qualification" (CQS) method set out in the World Bank's Procurement Regulations for IPF Borrowers July 2016, Revised November 2017 and August 2018, which can be found at the following website: www.worldbank.org