



REWarD-Volta River Project:

Reversing Ecosystem and Water Degradation in the Volta River Basin

**Terms of reference for the recruitment of
an Administrative and Financial
Assistant**

November 2024,

I - GENERAL PROJECT CONTEXT

The Volta basin, which covers an area of 398,390 km², is shared by the six (06) States : Benin, Burkina Faso, Côte d’Ivoire, Ghana, Mali and Togo. Like other river basins in Africa, the Volta River Basin has been suffering since the 1970s from the combined effects of climate change and the pressure of an ever-growing 70% rural population, which will reach 35 million by 2025.

As part of its mandate, the Authority carried out a Transboundary Diagnostic Analysis (TDA) in the basin in 2014 which resulted in the identification of the main transboundary environmental and socio-economic problems which are, inter alia:

- water resources reduction;
- land and water degradation;
- degradation of ecosystems and biodiversity;
- poverty in the countries of the basin;
- etc.

It is in this context that the project “*Reversing Ecosystem and Water Degradation in the Volta River Basin (REWARD-Volta)*” was developed in close collaboration by UNEP, IUCN, VBA, GWP-AO and national stakeholders to address transboundary environmental concerns taking into account the importance of natural resources for sustainable development in the basin.

Following the regional workshop held in Ouagadougou in November 2019, the final **REWARD-Volta River project** document was submitted in January 2020 to the Global Environment Facility (GEF) Secretariat which approved it on January 24, 2022 for a funding of **US\$ 7,122,566** and for a period of five (05) years.

The **REWARD-Volta River project** aims to reverse the degradation of ecosystems and water resources and support integrated ecosystem-based development in the Volta basin through strengthening transboundary governance, restoration and conservation of ecosystems for sustainable livelihoods. It focuses on the following four components:

- ▶ **Component 1:** Improving the knowledge base and developing management tools for informed decision-making (linked to environmental quality objectives 1, 5 and 7 of the Strategic Action Plan).
- ▶ **Component 2:** Strengthening of transboundary planning, coordination and regional and national capacities, also in extreme events related to climate change and variability (in relation to environmental quality objectives 1, 3, 6 and 7 of the Strategic Action Plan).
- ▶ **Component 3:** Enhancing ecosystem resilience for sustainable livelihoods in the Volta River Basin (linked to the Strategic Action Plan’s environmental quality objectives 1, 5 and 7).
- ▶ **Component 4:** Knowledge management and sharing, and Effective monitoring and evaluation (linked to the environmental quality objectives 5 and 7 of the Strategic Action Plan).

The technical implementing partners of the REWARD-Volta River project are: (i) UNEP, (ii) IUCN, (iii) GWP-AO and (iv) the beneficiary, VBA (Executive Direction and Coordination of the National Focal Structure of each of the six (06) Member States). Their brief description is given below:

1. **The United Nations Environment Programme (UNEP)**, established in 1972, is the leading environmental authority within the United Nations system. With its headquarters in Nairobi, Kenya, UNEP’s mission is to inspire, inform, and enable nations and peoples to improve their quality of life without compromising that of future generations.

2. **The International Union for Conservation of Nature (IUCN)**, founded on October 5, 1948, following an international conference held in Fontainebleau, France, is one of the world's leading non-governmental organisations dedicated to nature conservation. Its mission is to influence, encourage and assist societies around the world in conserving the integrity and biodiversity of nature, and to ensure that the use of natural resources is done in a fair and sustainable manner.
3. **The West African Regional Water Partnership or Global Water Partnership (GWP-AO)** is one of the 13 Global Water Partnership (GWP) regional water partnerships worldwide, established in 1996 to assist countries in translating into concrete action the principles of the Dublin (1992) and Rio (1992) conferences on sustainable water resources management. The GWP's vision is of a world in which water security is assured for all. The GWP's mission is to advance the governance and management of water resources with a view to achieving sustainable and equitable development.
4. **The Volta Basin Authority (VBA) is an intergovernmental organisation created by the countries that share the Volta Basin: Benin, Burkina Faso, Côte d'Ivoire, Ghana, Mali and Togo.** On 19 January 2007 in Ouagadougou, the Heads of State of the countries in a spirit of cooperation signed the Convention on the Status of the Volta River and the creation of the VBA. Its mission is to *“promote permanent dialogue and sustainable development for a fair sharing of benefits with a view to reducing poverty and improving socio-economic integration”*.

For the implementation and monitoring of the activities of the REWarD-Volta River project, a Project Management Unit (PMU) headed by a Regional Project Coordinator has been set up within the Executive Directorate and placed under the direct responsibility of the Deputy Executive Director / Operations Officer and under the supervision of the Executive Director of VBA.

VBA, in collaboration with IUCN, UNEP and GWP-AO, is launching this call for applications for the recruitment of an Administrative and Financial Assistant on behalf of the REWarD-Volta River project.

Project Implementation Agencies	<ul style="list-style-type: none"> • IUCN • UNEP
Project Implementing Agencies	<ul style="list-style-type: none"> • VBA • GWP-AO
Beneficiary	<ul style="list-style-type: none"> • VBA Member States (Benin, Burkina Faso, Côte d'Ivoire, Ghana, Mali and Togo)
Project duration	<ul style="list-style-type: none"> • Five (05) years
Place of employment	<ul style="list-style-type: none"> • Executive Directorate of VBA located in Ouaga 2000, Ouagadougou, Burkina Faso
Date of publication	<ul style="list-style-type: none"> • November 26, 2024
Closing Date	<ul style="list-style-type: none"> • December 20, 2024, at 18:00 GMT (Burkina Faso Local Time)
Direct Manager	<ul style="list-style-type: none"> • Project Coordinator
Supervisor	<ul style="list-style-type: none"> • Chief Administrative & Financial Officer
Duration of contract	<ul style="list-style-type: none"> • 1 year renewable
Probable date of commencement of service	<ul style="list-style-type: none"> • January 15, 2025

II - TASKS AND RESPONSIBILITIES

Under the direct responsibility of the Regional Project Coordinator and under the supervision and control of the Administrative and Financial Director (DAF) of the VBA, the incumbent will assist in the financial implementation of the activities and will perform the related administrative tasks of the project. Specifically, the Project Administrative and Financial Assistant will be responsible for:

2.1. Keeping of accounts

- Maintain daily financial, analytical, and budgetary accounting for the Project;
- Analyse the supporting accounting documents to ensure their eligibility;
- Perform accounting, analytical and budgetary imputations for transactions carried out, in accordance with SYCEBNL standards and the project's accounting, analytical and budgetary plans;
- Systematically enter accounting documents into the TOM2PRO software, after validation of accounting imputations by the DAF;
- Analyse the accounts and propose the necessary adjustment entries;
- Participate in the preparation of periodic financial reports on project implementation;
- Participate in the preparation of the periodic and annual financial statements necessary for the audit of the project accounts;
- Ensure the availability of all financial documents necessary for carrying out audits of the annual accounts of the project;

- Collaborate with the Monitoring and Evaluation Officer to populate the database for the financial aspects of the project;
- Organise a system for classifying and archiving accounting documents and financial documents (invoices or other supporting documents for expenses, bank statements, bank reconciliation statements, copies of checks, credit and debit notices, cash receipts, contracts, etc...).

2.2. Cash management

- Support the DAF in the preparation of funding requests to be sent to the two (02) Implementing Agencies and monitor the mobilisation of funds;
- Prepare and submit for signature by the DAF and the Executive Director (ED) all regulations relating to the implementation of the project activities;
- Prepare monthly bank reconciliation reports of project accounts;
- Monitor cash receipts and disbursements (to avoid cash outages) and ensure control of all financial flows (bank and cash).

2.3. Budgetary management and control

- Participate in the development of the Work Programme and Annual Budget (WPAB);
- Ensure consistency, proper formatting and alignment of work plans and budget documents to the templates/formats required by the Implementing Agencies prior to distribution;
- Ensure follow-up and adherence to the deadlines for the preparation, submission and presentation/adoption of the WPAB;
- Preparing budgets for specific activities (missions, workshops, etc.);
- Monitor the implementation of the various budgets and alert the DAF to the anomalies found;
- Assist the DAF in the preparation of periodic budget monitoring reports;
- Verify financial reports and supporting documents submitted by countries and consultants.

2.4. Contracting and Project Acquisition Management

- Plan and manage the procurement process for goods and services under the Project in accordance with the Funding Agreements;
- Initiate and monitor contracts for the procurement of goods and services;
- Maintain and monitor the supply and consumable records of the PMU members;
- Identify and codify the equipment available to the Project and keep the fixed asset records up to date;
- Establish a system for filing and archiving procurement documents that tracks all stages of the procurement and contract execution processes, including contract payments;
- Maintain files of contracts with donors, partner countries and consultants.

2.5. Contribution to the successful implementation of the REWarD project

- Perform any other tasks assigned to him/her in his/her areas of competence by the DAF or the Project Coordinator.

2.6. Contribution to the development of the Volta Basin Authority

- Contribute to the production of periodic reports of the VBA in general with information on the financial implementation of the project;

- Perform any other relevant tasks assigned to him/her by the Hierarchy in the context of the activities of the VBA.

In all these tasks, the Administrative and Financial Assistant will work closely with the Project Coordinator, the VBA Director of Administration and Finance, the GWP-AO Head of Administration and Finance and the National Focal Structure (NFC) Coordinations of the VBA Member States.

III - EXPERIENCE AND QUALIFICATIONS

- Be from one of the six (06) countries of the Volta River Basin (Benin, Burkina Faso, Côte d'Ivoire, Mali, Ghana and Togo) with residence in Burkina Faso;
- Have at least one Brevet de Technicien Supérieur / Diplôme Universitaire de Technologie (BTS/DUT - Bac+2/3) or Higher National Diploma (HND) in accounting/finance or equivalent;
- Have at least five (05) years' professional experience;
- Having at least three (3) years of experience as an Accountant in a project funded by the Global Environment Facility (GEF), UNEP, IUCN or other international donors would be an asset;
- Professional experience in an audit and accounting firm would be valuable;
- Have a good knowledge of the new accounting framework SYCEBNL applied to non-profit entities;
- Have at least three (3) years of experience in the use of financial management software TOM2PRO and a good knowledge of IT and office automation tools (MS Office, Internet, e-mail).
- Have a good financial analysis, communication and reporting capacity;
- Have Collaborative and team-building skills in a multicultural and multi-ethnic environment;
- Have good organisational and priority management capacity.
- Have a good knowledge of French or English and be able to work easily in the other language.

IV- WORKING CONDITIONS

The successful candidate will be offered an employment contract of one (01) year renewable with a trial period of two (02) months.

The position is based within the Executive Directorate based in Ouagadougou, Burkina Faso. As part of its activities, the Administrative and Financial Assistant may be required to carry out missions outside Burkina Faso.

NB: The successful candidate must be immediately available.

V - COMPOSITION AND SUBMISSION OF THE APPLICATION FILE

Interested candidates with the requisite qualifications and experience in relation to this position are invited to submit their applications including:

- A letter of motivation clearly indicating the title of the post, addressed to the Executive Director of the VBA;
- A detailed, recent, truthful certified curriculum vitae with the names and contact details of three reference persons, including one from a recent employer;
- A certified copy of the diplomas, diplomas and certificates of qualification;
- A birth or legal adoption certificate or any other legal birth certification or record ;
- A copy of the certificate of nationality or any other document proving nationality;
- Two (2) ID photos.

Applications must be submitted no later than 20 December 2024 at 18:00 GMT (Burkina Faso Local Time):

- **In a sealed envelope at the address below:**

- Executive Directorate of the VBA, Ouaga 2000, Avenue Sembène Ousmane, 10 BP 13621 Ouagadougou 10, Burkina Faso;

- **Or, at the email addresses below:**

- secretariat.abv@gmail.com;
- secretariat@abv.int;

NB: - **Only the pre-selected candidates will be contacted.**
- **The selected Candidate must be immediately available.**