



GOVERNMENT OF THE REPUBLIC OF ZAMBIA

MINISTRY OF FISHERIES AND LIVESTOCK

SUSTAINABLE LIVESTOCK INFRASTRUCTURE MANAGEMENT PROJECT (SLIMP)

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTANTS)**

DATE: 17th NOVEMBER, 2021

SECTOR: AGRICULTURE

FINANCING AGREEMENT REFERENCE: 2100150042147

PROJECT ID NO.: P-ZM-AAE-003

The Government of the Republic of Zambia has received financing from the African Development Fund towards the cost of the Sustainable Livestock Infrastructure management Project (SLIMP), and intends to apply part of the agreed amount for this loan to payments under the contracts for the recruitment of Project Coordination Unit (Individual Consultants).

SLIMP objectives are to contribute to poverty reduction through enhanced sustainable use of livestock infrastructure for improved smallholder livestock production and productivity, commercialisation and institutional capacity building. This will lead to improved household food and nutrition security.

The tenure of office for the following individual consultants under this project is three (3) years subject to renewal based on performance:

1. Procurement Specialist

Responsibilities

Under the supervision of the Head Procurement and Supplies Unit and administratively under the Project Coordinator, the Procurement Specialist will be responsible for the following:

- Initiate procurement requirements by different stakeholders of Project.
- Prepare Procurement Plans and updates in consultation with the concerned stakeholders and submit the same to the Bank.
- Ensure that procurement activities are carried out according to the Financing Agreement between the African Development Bank (AfDB) and Government guidelines, rules and procedures as applicable.
- Develop/update the Procurement and Contract Management System.
- Keep up-to-date a database with domestic/local and international market trends and costs for works, goods and services.
- Take the lead in the pre-contract activities including facilitating preparation of bidding documents and requests for proposals in consultation with the Ministry of Fisheries and Livestock (MFL) using AfDB Standard Bidding Documents as applicable and take the lead in ensuring compliance and approval requirements of the AfDB and the Government in the

procurement. Take the lead and guide the PCT/MFL in negotiating as applicable and in finalizing and signing Purchase Orders or contracts with works contractors, suppliers or consultants.

- Work jointly with Finance and Administration sub-units on procurement issues.
- Receive and secure Bid Bonds, performance and advance payment guarantees and track their validity, seek extensions as needed and ensure timely release.
- Working with the assigned Financial Management Staff and follow-up on all necessary process of securing Letters of Credit, shipping documents and clearance of goods etc.
- Establish Procurement Tracking System and monitor implementation of projects procurement activities including dispatch of procurement documents, short-landings, damaged and necessary arrangements for insurance.
- Guide/support the Project Manager assigned for each contract and ensure that there are effective contract management systems in place for timely execution of contract and that all payments are in line with contract provision.
- Prepare Periodic Status Reports on the procurement of works, goods and services under the project for submission to MFL and AfDB.
- Conduct procurement and contract management training for participating staff.
- Undertake any other duties, related to the Project procurement that may be assigned by the Project Coordinator.

Qualifications and Experience

- Minimum Bachelor's Degree in Procurement, Commerce, Business Administration or any other related field.
- A professional qualification in Procurement such as Chartered Institute of Purchasing and Supply (MCIPS) or other similar national/international procurement professional qualifications.
- Minimum of Eight (8) years relevant work experience in procurement, three (3) of which must have been at a senior position.
- Must demonstrate knowledge of, and proficiency in working with procurement guidelines of Multilateral Development Banks and donor funded projects.
- The candidate must be familiar with public procurement, legal, administrative and institutional system of the AfDB and the Government.
- Must be a member of Zambia Institute of Purchasing and Supply (ZIPS).
- Ability to use the Microsoft Office standard software (Word, Excel and Power Point).
- Excellent interpersonal skills and ability to interact effectively with colleagues from diverse disciplines.
- Strong organizing, work planning and scheduling skills.
- Excellent communication and presentation skills, both oral and written English.

2. Project Accountant

Responsibilities

Under the supervision of the Director Finance and administratively under the Project Coordinator, the Project Accountant will be responsible for but not limited to the following:

- Assist the PC to develop the Project AWP&B.
- Monitor the execution of the annual budget while ensuring that funds to cover expenditures are properly allocated and used as intended.
- Ensure timely and accurate payment of expenses after receiving proper approvals.

- Prepare and file disbursement applications in compliance with the AfDB, disbursement procedures and processes.
- Maintain up-to-date accounting records for the Project including assets registers.
- Perform regular bank account reconciliations, taking appropriate action to correct discrepancies between the Project and Bank records.
- Manage and control all cash and banking transactions including reports.
- Ensure timely reporting and feedback on financial transactions related to the Project.
- Prepare quarterly financial reports for submission to AfDB and MFL, to be annexed to the quarterly progress reports.
- Prepare financial statements for the Project that comply with AfDB requirements.
- Coordinate with the internal and external auditors of the Project to ensure that their work is carried out properly and on timely basis.
- Ensure that annual Audits of the Project accounts are being undertaken by Auditors and facilitate submission of the Audit Reports to the Bank in consultation with the PC, within six months after the end of each financial year.
- Ensure that recommendations by Bank missions, internal and external Auditors are timely and properly implemented.
- Undertake any other duties, related to the Project accounting, which may be assigned by the Project Coordinator.

Qualifications and Experience

- Bachelor's Degree (BSc) in Accounting, and more preferable a person with Accounting Profession such as ACCA, CPA etc.
- Minimum of five (5) years post qualification experience in accounting and or auditing, preferably in the public sector.
- Ability to prepare financial statements in accordance with International Accounting Standards (or equivalent), AfDB and other Development Partners reporting requirements.
- Ability to use recognized accounting software, knowledge of Pastel will be an added advantage.
- Ability to use the Microsoft Office standard software (Word, Excel and Power Point).
- Excellent interpersonal skills and ability to interact effectively with colleagues from diverse disciplines.
- Strong organizing, work planning and scheduling skills.
- Excellent communication and presentation skills, both oral and written English.
- Detailed understanding of International Accounting Standards (or equivalent), knowledge of AfDB or other Development Partners financial management rules accounting procedures will be an added advantage.

3. Monitoring and Evaluation Expert

Responsibilities

Under the supervision of the Project Coordinator, the Monitoring and Evaluation Specialist will be responsible for but not limited to the following;

- Undertaking systematic analysis of data collected through the M&E system so as to generate lessons learnt, highlight key issues and bring them to the attention of project management

- Defining the need for specific studies and overseeing design and execution;
- Strategic planning and defining/reviewing of direction and content of Project activities to ensure compatibility with Project approach and guidelines;
- Contribute to preparing the Project Annual Work Plan and Budget based on proposals submitted by the implementing agencies;
- Maintenance of the management information and monitoring and evaluation systems;
- Undertaking systematic analysis of the monitoring data to generate lessons learnt and key issues and bring these to the attention of the Project management;
- Supervision of base line surveys if they are contracted out to external agency

Qualifications and Experience

- The candidate must possess a Bachelor's degree in one of the subjects (Economics, Project Planning, Statistics, and Rural Development etc.).
- Must have at least 3years post-graduation experience working on Project Monitoring and Evaluation activities.
- Ability to use the Microsoft Office standard software (Word, Excel and Power Point).
- Excellent interpersonal skills and ability to interact effectively with colleagues from diverse disciplines.
- Strong organizing, work planning and scheduling skills.
- Excellent communication and presentation skills, both oral and written English

4. Project Administrative Assistant

Specific responsibilities will include:

- Monitor Project budget and financial expenditures and their conformity to the work-plan and budget; process payment and advance requests and ensure that all administrative and financial transactions are properly carried out according to the requirements of GRZ and ADB.
- Produce financial reports; communicate with the Ministry Headquarters on the financial issues.
- Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow up actions are taken.
- Assist in preparing evaluation reports, quarterly and annual project reports and update project files.
- Prepare minutes of project meetings, prepare all documents for contract issuance.
- Assis in preparation of monitoring and evaluation missions to project sites, render logistic support.
- Collect and analyse data, prepare and update briefs, records and other documents on project implementation.
- Provide inputs for publication materials and collect information related to the project.
- Liaison with project counterparts on day-to-day implementation of project activities.
- Keeping track of all utility bills and ensuring that they are paid on time.
- Establishing and maintaining both manual and electronic filing system for safe keeping of project records, contracts, personal documents e.t.c
- Monitoring motor vehicles usage through analysis of mileage and fuel usage
- Preparing and maintaining an updated database on project staff vacation and other forms of leave
- Perform other duties as determined by the project coordinator.

Qualifications and Experience

- The candidate must possess a Diploma in Business Administration or equivalent.
- Must have at least 3years experience working on Project in a similar capacity.
- Ability to use the Microsoft Office standard software (Word, Excel and Power Point).
- Excellent interpersonal skills and ability to interact effectively with colleagues from diverse disciplines.
- Strong organizing, work planning and scheduling skills.
- Excellent communication and presentation skills, both oral and written English

5. Project Office Assistant

Under the overall supervision of the Project Coordinator's Office. The Office Assistant will:

- Order Office supplies.
- Be the focal point to receive and send all incoming and outgoing information to/from PCT respectively.
- Develop and maintain a filing system of the PCT Documents.
- Distribute correspondence Memos, letters, faxes and forms
- Make payments and obtain adequate receipts in respect of small purchases such as office supplies.
- Carry out administrative duties such as typing, copying, binding, scanning etc.
- Maintain office cleanliness and order.
- Perform other related duties as required.

Skills and Competencies

- Able to work under minimal supervision and be proactive and initiative;
- Integrity, flexible approaches to work coupled with enthusiasm and commitment;
- Good organization and planning skills;
- Effective time management skills;
- Excellent interpersonal skills;
- Ability to work in a team;
- Maintenance of confidentiality at all times; and
- Sound Communication skills, able to read and write.

Education, Training and Experience

- Minimum of a Grade 12 Certificate.
- Business Certificate will be an added advantage
- Minimum of 2 Years working experience in a similar position

6. Project Drivers X 2

Under the overall supervision of the Project Coordinator's Office. The driver will:

- Ensure the safety and security of Project vehicles
- Perform regular motor vehicle maintenance checks
- Maintain motor vehicle mileage records and record of service of vehicles
- Drive within and outside the project sites/areas as authorised
- Maintain vehicle cleanliness and order
- Perform other related duties as required.

Skills and Competencies

- Able to work under minimal supervision and be proactive and initiative.
- Integrity, flexible approaches to work coupled with enthusiasm and commitment.
- Good organization and planning skills.
- Effective time management skills.
- Excellent interpersonal skills.
- Ability to work in a team.
- Maintenance of confidentiality at all times. Communication: able to read and write.

Education, Training and Experience

- Minimum of a Grade 12 Certificate.
- Clean and valid Driver's License.
- Training in Mechanics will be an added advantage.
- At least Five (05) years working experience as a Driver in a reputable organization
- Experience of driving 4WD vehicles on paved and off road conditions
- A qualification or experience in auto mechanics/motor vehicles repairs will be an added advantage
- Experience in managing a fleet of at least five (05) vehicles

The Ministry of fisheries and Livestock now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (Cover letter and Curriculum Vitae detailing similar experience and skills for the assignment).

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy for Bank Group Funded Operations", dated October 2015 which is available on the Bank's website at <http://www.afdb.org>.

Interested citizen consultants may obtain further information at the address below during office hours 08:00 hours to 12:45 hours and 14:00 hours to 16:45 hours:

Head Procurement and Supplies Unit
Third Floor Room 310, Mulungushi House
Independence Avenue,
Ridgeway.

Tel: +260-211 251378

Email: Clement.Mukuka@mfl.gov.zm

Cc: Mathews.Zulu@mfl.gov.zm

Expressions of interest must be delivered to the address below by 1st December, 2021 at 16:00 Hours and clearly indicate the position on the envelop.

The Permanent Secretary
Attn: Head Procurement and Supplies Unit
P.O. Box 50060
Third Floor Room 310, Mulungushi House
Independence Avenue,
Ridgeway
Lusaka.

LATE SUBMISSION WILL NOT BE ACCEPTED

Head – Procurement and Supplies Unit
For/Permanent Secretary
MINISTRY OF FISHERIES AND LIVESTOCK