



CALL FOR TENDERS

The Secretariat of the Lake Tanganyika Authority is launching a call for tenders to recruit a consultant for the development and updating of the manual of administrative, accounting, financial and procurement procedures. To this end, it invites all interested persons or firms to submit their tenders, in a sealed envelope or by email, in accordance with the conditions described in the terms of reference below:

Terms of reference for the recruitment of a consultant for the development and updating of the administrative, accounting, financial and procurement procedures manual of the Lake Tanganyika Authority

General:

Entity: Lake Tanganyika Authority Secretariat

Subject: Recruitment of a consultant for the development and updating of the administrative, accounting, financial and procurement procedures manual of the Lake Tanganyika Authority.

Tender schedule:

- Publication of the terms of reference : February 20, 2023
- Start of tender submission : February 28, 2023
- End of tender submission at 4 p.m. : March 16, 2023
- Date of tender opening : March 22, 2023
- (in the presence of all bidders-physically or online)
- Dates of tender review and selection : March 23 to 28, 2023
- Signature of the contract (maximum deadline) : March 30, 2023
- Kick-off meeting : April 5, 2023
- (to accommodate the comments in the methodological approach proposed in the tender)



Expected start of the mission

: April 7, 2023

- Submission of the final report

: June 7, 2023

Estimated completion time: 60 days

Supervision: LTA Executive Director

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Address:

Lake Tanganyika Authority

17, Avenue des Etats Unis, Kigobe Sud

B.P: 4910 – Ngagara / Bujumbura - Burundi

Details of the terms of reference are available at Lake Tanganyika Authority Secretariat and on www.lta-alt.org website and/or upon request from: christelle.nijimbere@lta-alt.org with a copy to email: sylvain.tusanga@lta-alt.org

ABOUT LAKE TANGANYIKA AUTHORITY

Lake Tanganyika Authority, (LTA) in acronym, is an intergovernmental organization which was established in 2003 under article 23 of the Convention on the sustainable management of Lake Tanganyika. This Convention provides a legal framework for regional cooperation in the conservation of biological diversity, sustainable management and the enforcement of harmonized laws and standards for the sustainable use of the natural resources in Lake Tanganyika and its basin. The function of LTA is to coordinate the implementation of the Convention by the Contracting States, namely the Republic of Burundi, the Democratic Republic of Congo, the United Republic of Tanzania and the Republic of Zambia.

The mission of Lake Tanganyika Authority is to promote and represent the common interests of the Contracting States in the management of Lake Tanganyika and its basin.

Lake Tanganyika Authority comprises three bodies, namely the Conference of Ministers, the Management Committee and the Secretariat.

(i) The Conference of Ministers (CoM)

The Conference of Ministers is the supreme body of LTA (see Article 24 of the Convention). It is an orientation and decision-making body and it comprises a Minister from each of the Contracting Countries. Its meetings are held on an annual basis and are chaired by the Minister of the Contracting State hosting the meeting.

The Convention provides for extraordinary meetings which may be held at any time upon Conference of Ministers' decision.



(ii) The Management Committee

The second body of LTA is the Management Committee, which is a supervisory and control body comprising four members from each of the Contracting States representing the Fisheries, Environment, Water and Finance sectors. The Management Committee meets annually to provide advice, ensure control and play its supervisory role.

(iii) The Secretariat

The Secretariat is the executive body of the Authority and is chaired by the Executive Director, assisted by the Deputy Executive Director. The Executive Director is the chief executive and legal representative of the Authority. The Executive Director is responsible to the Management Committee.

The functions of the Secretariat are:

- a. to carry out the tasks assigned to it by the Management Committee;
- b. to provide technical and scientific services and advice required by the Management Committee and the Conference of Ministers;
- c. to perform the financial and other administrative, services required for the proper and efficient operation of the Conference of Ministers, the Management Committee and the Secretariat;
- d. to formulate annual work programs and budgets for the Authority;
- e. to prepare plans, projects, assessments, reports and the like as required by the Management Committee;
- f. to regularly obtain and update information relevant to the implementation of this Convention and ensure that it is disseminated to all Contracting States;
- g. to maintain databases of relevant information as required by the Management Committee or the Conference of Ministers and to facilitate the exchange of information under this Convention;
- h. to arrange and support meetings of the Conference of Ministers and of the Management Committee;
- i. to perform the functions assigned to it by any protocol;
- j. to prepare reports on the execution of its functions under this Convention and to present them to the Management Committee; and
- k. to perform any other functions as may be determined by the Conference of Ministers.

LTA Secretariat consists of the Executive Director, the Deputy Executive Director, four professional Directors, namely the Director of Administration and Finance, the Director of Fisheries and Aquaculture, the Director of Environment, the Director of Monitoring and Evaluation, support staff and handy workers.



1. Objective of the consultant's mission

The overall objective of the mission is to analyze the organization and management system in place and seek to make it more efficient, so that it meets the specific needs of LTA Secretariat and to ensure that the Procedures Manuals become real working tools by providing customized and formalized instruments for the drafting, transmission, control and processing of administrative and financial documents and also by setting the tasks and level of responsibility of the various stakeholders involved in the procedures operation.

More specifically, the mission shall involve updating the manual of administrative, accounting, financial management and procurement procedures that have been in use since 2009 to enable LTA to work on the basis of sound, transparent and consistent management, thus meeting the objectives assigned to it.

2. Specific objectives of the mission:

- describe the procedures and operations relating to the functioning of the management system established for LTA Secretariat, especially those relating to:
- reliable and sincere situation in terms of budget implementation, financial commitments, risks, consumption and costs,
- reference for the periodic control of all administrative, accounting and financial operations.

3. Scope of the mission

Following the review of LTA Secretariat job descriptions and activities, the Consultant shall update the various parts of the Procedures Manual.

At the end of this work, the Consultant shall prepare the Manual describing in clear and concise language, aspects such as management and organizational rules; the responsibilities of each stakeholder in the process; the tasks to be performed; document and information flows; financial flows; archiving, numbering and filing methods; control and approval points highlighting as well as internal control and Monitoring and Evaluation systems, etc.

The Manual should include in annex all templates of key documents, standard forms, etc. In addition, the Manual shall include both a narrative and graphic description (document flow diagram in the form of a flow chart) for information circuits of the various activity cycles mentioned above.

Finally, the Manual should be void of all superfluous data and contain only key information so that LTA Secretariat can make it a real daily working tool.

The procedures description must make it possible to identify the various stakeholders' tasks to ensure effective coordination. To this end, the general organization of the implementing and/or managing structure and its institutional anchoring must be clearly defined.

The staff job description should serve as a basic element in the development of administrative procedures.



In a more specific and detailed manner, the work of the consultant shall consist in:

- a) Administrative procedures: check whether LTA staff rules and service conditions set out staff members' basic conditions of service, basic rights, obligations and duties to ensure that LTA functions are conducted correctly and effectively as regards service provision.
- b) Budgetary procedures: ensure that the preparation of the budget based on the annual work plan and budget (AWPB) includes the determination of the costs of activities, cost and/or management centers as well as, at least, quarterly planning, monitoring and analysis.
- c) Procurement and consultant selection procedures: provide for the development of the procurement and supplier and consultant selection plan, including the various responsibilities in the preparation of data for the selection of consultants and calls for tenders. The procedures for contract awarding and consultant selection (procurement of goods, conduction of works, service provision) must be consistent with the rules and procedures in force for our partners, especially AfDB, European Union, FAO, UNEP, World Bank, etc. The various stakeholders should be identified and their respective responsibilities established during the various phases of the process ranging from the preparation of the documents needed for consultant selection and calls for tenders to invoice payment, including the signing of contracts and the monitoring of their implementation.
- d) Accounting procedures: check and plan the general accounting plan of accounts, analytical and budgetary codification, accounting principles coherent with international standards, main operations accounting schemes, LTA format, templates for operations summary documents such as financial statements, journals (bank, cash, commitments, etc.) archiving system for supporting documents and other documents to be produced during periodical internal and external audits to be carried out during LTA's lifetime. In addition to accounting procedures, the internal control procedures must, in particular, highlight the mechanisms for justifying and controlling the expenditures carried out by the various actors at LTA level.
- e) Reporting procedures: the consultant shall present detailed reporting procedures between the different levels of implementation as well as customized models susceptible to allow for quarterly reports to be drafted for unaudited interim financial reports including a Resource/Uses table and a financial implementation statement.
The Manual shall present templates for sheets and registers needed for the implementation of the procedures, the monitoring and control of operations and transactions such as financial tables, staff files, purchase requests, purchase orders, commitment sheets, acceptance reports, receipt of invoices or duty accounts, certificates and payment orders, tangible assets sheets, stock sheets, tangible assets register, payment request and payment order registers, etc.

The Manual should specify the provisions and measures for identifying and assessing fraud risks and those that can affect the proper functioning of the institution for good decision-making.



4. Expected results

The Consultant shall submit to LTA the updated Procedures Manual, including, in annex, ~~the templates~~ for key documents and standard forms in provisional format and in final version.

The deliverables shall be subject to approval by LTA and the final versions shall include the comments made by the latter. The Consultant shall be requested to make a presentation of the results of his work. The deliverables shall be written in French or English and then translated into the other language in collaboration with LTA and final deliverable submitted to LTA in electronic version in Word and/or Excel format and in hard copy.

LTA shall organize a regional validation workshop for the Manuals to which the consultant will be invited in order to make any necessary amendments without additional costs and then submit the final document to LTA within one week.

5. Duration of the assignment

The duration of the mission is **two (2) calendar months** from the date of the contract signing.

6. Conditions and qualifications required

The consultant (firm, audit firm, consulting firm or specialized institution) must meet the conditions and qualifications detailed below:

- Having already developed at least two (2) project implementation manuals duly approved by donors (AfDB, World Bank, European Union, etc.);
- Having already developed at least two (2) administrative and financial procedures manuals duly approved by international organizations or donors such as AfDB, World Bank, European Union, etc.;
- Having a good knowledge of economic, financial, administrative and social sectors in a developing country;
- Having proven skills in administrative, accounting organization, project financial management and procurement and contract management;
- Having highly qualified key staff, all with **at least a Bachelor's degree** and strong written and oral communication skills;
- Having at least **five (5) years' proven experience** in the implementation of donor-funded development projects;
- Having a good knowledge of project management methods and tools;
- Having a strong writing ability and a perfect command of French and a good command of English on a computer medium (a good command of both languages is an asset).



The key staff shall consist of:

- A Head of Mission, with **at least a Master's degree and at least ten years' professional experience** and Expert in project management; a Master's degree in procurement would also be a major asset;
- An Expert in administrative organization, accounting and financial management with **at least five years' professional experience**;
- An expert in project monitoring and evaluation with **at least five years' professional experience**
- An internal auditor and management controller with **at least five years' experience**
- A computer specialist conversant with TOMPRO software and having a good knowledge of TOMATE company's products to monitor all aspects of the system setting up, **with at least 5 years' experience**.

7. Technical and financial proposal

The bidder must submit a technical and a financial proposal to Lake Tanganyika Authority Secretariat, with the following components:

1. The technical proposal should indicate:

- The methodology proposed for the conduction of the assignment;
- The assignment implementation schedule;
- The planned key staff.

2. The financial proposal should indicate:

- The planned total budget for this mission is **USD 15,000 (FIFTEEN THOUSAND US DOLLARS)**; therefore the total costs of all the mission activities must not exceed this amount.

The total cost of the assignment conduction in US dollars (including tax)

- Payment terms (schedule)

8. Tender schedule

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10. Technical information

Tech-1 Tender Letter must be addressed to LTA Executive Director in a sealed envelope and clearly bearing the following inscription "Consultant services relating to the development and updating of LTA Administrative, Accounting, Financial and Procurement Procedures Manual to be submitted to the address below not later than 16 March 2023

**Lake Tanganyika Authority, Kigobe Sud,
Avenue des Etats Unis, No. 17
P.O. Box 4910 - Ngagara/Bujumbura-Burundi**

or by email to the Personal Assistant to the Executive Director, Ms. Christella Ninjimbere at email:

christelle.nijimbere@lta-alt.org, with copy to email: sylvain.tusanga@lta-alt.org

Interested consultants may obtain additional information at the above-mentioned address during the following business hours: **from 8:00 a.m. to 4:00 p.m. (local time, GMT+2)** at Lake Tanganyika Secretariat office.

Tech-2 Candidate's organization and experience (firm, office or institution)

Tech-3 Candidate's observation and/or suggestion on the terms of reference



Tech-4 Description of the methodology to accomplish the mission

Tech-5 Team composition and responsibilities of its members

Tech-6 Brief Curriculum Vitae (CV) for proposed key staff

Tech-7 Activity timeframe (working program)

11. Financial proposal

Fin-1 Cost summary

Fin-2 Cost breakdown per activity

Fin-3 Payment provisions