



The Regional Organization for the Conservation of the Environment of the Red Sea and Gulf of Aden (PERSGA)

Terms of Reference (ToR)

Revision and Update of PERSGA Financial & Accounting Policy/ Procedures Manual and Supporting Project Finance Management Team

Under the Project

Sustainable Fishery Development in the Red Sea and Gulf of Aden (SFISH)

Program/Project Number:	P178143
Activity Code:	PERSGA-2208-CS-INDV
Duration	90 working days
Expected Start/End Date of Assignment	April 2023 up to Sep 2024

1. Background

The Regional Organization for Conservation of the Marine Environment of the Red Sea and Gulf of Aden (PERSGA) is an intergovernmental organization established since 1995. PERSGA institutional framework is based on the Regional Convention for the Conservation of the Red Sea and Gulf of Aden Environment (Jeddah Convention 1982), which joins seven member states, including Djibouti, Egypt, Jordan, Saudi Arabia, Somalia, Sudan, and Yemen. Rational use of marine resources and the protection of coastal marine environment from pollution and overexploitation are central objectives of Jeddah Convention (1982) and its derived Regional Protocols and Action Plan. PERSGA runs regional programs and projects that support regional capacities and coordination to achieve these objectives.

The announced consultancy is needed for implementation of the regional project “Sustainable Fisheries Development in the Red Sea and Gulf of Aden”, referred to hereafter as the Project or SFISH, which is supported by the World Bank and executed by PERSGA in the region. The project development objectives is to strengthen capacities and regional collaboration in management of marine fisheries and aquaculture in the Red Sea and Gulf of Aden region. The SFISH project subcomponent objectives focus specifically on: i) developing PERSGA regional data center and integrated information system for monitoring and assessment, and sharing knowledge to support science-based policy and management of sustainable fisheries and aquaculture in the region, and enhancing relevant institutional and management capacities at PERSGA; ii) strengthening PERSGA platforms for capacity development and regional coordination mechanisms for sustainable fisheries and aquaculture; iii) enhancing citizens, private sector and development partners engagements in sustainable fishery through effective communication and awareness strategies.

The consultancy assignment will focus on revision and update of PERSGA Financial & Accounting Policy/ Procedures Manual, assist strengthening relevant institutional and management capacities at PERSGA, and providing technical support to the project finance management team. The purpose of the consultancy is to support PERSGA to strengthen and update the current financial policy and accounting procedures manuals, to ensure the alignment with the relevant international financial accounting standards and best practices. The consultant will also develop training modules and deliver training to PERSGA Staff on the revised Financial and Accounting Policy and Procedure Manuals, and provide guiding support to SFISH project team in financial management aspects.

2. Tasks and Responsibilities of the Consultant

In this context, the regional consultant will work directly with the Project Coordination Unit “PCU” and in close collaboration with the PERSGA Finance and Administration unit (to undertake the following tasks and responsibilities:

Task 1: Revision and Update of PERSGA Financial & Accounting Policy/ Procedures Manual. The consultant will undertake comprehensive diagnostic assessment and review of the PERSGA Finance Unit’s processes with the view to establish and document the critical processes; review work-flows to recommend improvements to assist the Finance and Account Unit to become best in its class; and map the critical paths. She/ He will then critically revise/ develop Financial Regulations and Rules of the Organization, and Accounting Procedures Manuals, Documentation System and other relevant documents, to ensure aligning with international best practices and Financial and Accounting Procedures and Reporting Standards. The key duties and responsibilities of the consultant under Task 1 include:

1.1 Assess the adequacy and gaps of the current processes in consultation with PERSGA staff, including through:

- Undertaking a comprehensive diagnostic assessment of the PERSGA Finance & Accounting functioning with the view to establish, document and map critical processes and paths
- Reviewing work-flows and operations to recommend improvements that assist the PERSGA Finance and Accounting enactment to ensure aligning with international standards, applying best practices, and running a high-performance finance and accounting systems.

1.2 Based on the above assessments and reviews, carry out a comprehensive revision and update/ develop revised PERSGA’s Financial Regulations and Rules Manual; Accounting Procedures Manual; and Documentations of the Accounting System.

Task 2: Develop standard training modules and deliver training on the Revised PERSGA Financial & Accounting Policy/ Procedures Manuals. The training manual/ modules and workshop to be focused particularly on the Revised Manuals, in order to support required capacities and skills conceptual and practical knowledge, technologies to enable effective implementation by the relevant staff. The developed training modules will also be used as standard package for systematic training and orientation of recruited PERSGA staff and teams of national partner institutes being engaged in PERSGA projects in the region.

2.1 Develop regional technical training, including comprehensive training modules on the Revised PERSGA Financial & Accounting Policy/ Procedures Manuals.

2.2 Deliver a regional training workshop (4-5 days) on PERSGA Financial & Accounting Policy/ Procedures based on the training program indicated in 2.1 above.

Task 3: Provide technical advice and backstopping to the Project’s Finance team. The consultant will provide periodic backing and advice to the Project’s Finance team through both home-based and in-situ visits to PERSGA during his consultancy service period (either from home-based or during his in-situ visits to PERSGA). This is expected to be through providing advice as needed for unclear cases infrequently met, and sporadic check to help ensuring quality and accuracy of the project finance functions and reporting process.

3. Key Deliverables and Tentative Timing

inception report which includes a summary of the context and work plan, the scope of the work, capacity building work; outlines of methodology and tools to be used, taking into consideration	2 weeks from contract
Assessment report on PERSGA Financial & Accounting Policy/ Procedures, with recommendations of the revision/update required	3 months from contract
Revised PERSGA’s Financial Regulations and Rules Manual; Accounting Procedures Manual; and Documentations of the Accounting System (draft)	4 months from contract
Revised PERSGA’s Financial Regulations and Rules Manual; Accounting Procedures Manual; and Documentations of the Accounting System (Final)	5 months from contract
Regional training package including training modules on Revised PERSGA’s Financial Regulations and Rules	6 months from contract
Regional training workshop on Revised PERSGA’s Financial Regulations and Rules	8 months from contract
Progress reports on the consultant’s inputs and technical assistance and backstopping provided to the Project’s Finance team in fulfillment of Task 3 above.	Every 3 months in the remaining contract period
Final Consultancy Report including summary of all consultancy outputs and recommendations	18 months from contract

4. Duty station and duration

Duty station: Home based with in-situ field visits to PERSGA HQ in Jeddah, Saudi Arabia, for consultations and provision of training and technical advice. The consultancy will be completed over 18 months, during which the consultant is expected to utilize about 90 actual working days.

5. Qualification, Skills and Experience

The following qualifications and experience are required to be met by the consultant:

- A post graduate qualification (MSc., PhD) in finance, accounting or other relevant discipline.
- An internationally recognized certification in Financial Management, Public Accounting OR equivalent qualifications
- At least 10 years combined experience in practical accounting and consulting in the development or revision of processes and systems, preferable at regional or international organization.
- Demonstrated strong computer literacy skills, and working knowledge of Microsoft Office Package (Excel, Word), and have experience in using accounting software. Experience with/working knowledge of enterprise resource planning systems would be an asset;
- Have experience with projects engaged with international organizations would be an asset. Experience with working in World Bank funded projects financial management and accounting procedures would be preferable.
- Excellent oral and written communication/documentation in the development of Finance and Accounting reporting guidelines in the English language.
- Excellent communication in Arabic language is preferable.

Application procedure and closing date

- Interested applicant should submit Expression of Interest (EoI) letter and CV to the following email address: procurement@persga.org
- Applications should be received no later than **17th March 2023 (23:59 Riyadh Time Zone)**
- EoI letter should indicate the vacancy title and Activity Code mentioned above.