

# **ENGAGEMENT OF INDIVIDUAL CONSULTANT AS FINANCIAL MANAGEMENT AND COMPLIANCE ADVISOR NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)**

## **(1.0) INTRODUCTION**

National Agency for the Control of AIDS coordinates the National HIV/AIDS response, providing guidance to all implementing entities, coordinating and reporting on the attainment of national objectives of the response while ensuring that resources are used in the most efficient manner. NACA's mandate is to ensure efficient and effective coordination of the national response leading ultimately to the attainment of universal access to HIV prevention, treatment, care and support services for all Nigerians.

Nigeria is a Federal State with 36 semi – autonomous States divided into 6 geopolitical zones and the Federal Capital Territory (FCT). Over the years since 2001, NACA and the states have partaken in various grants and credit from the Global Fund and World Bank, funds and support from the Government of the Federation as well a host of other funding sources to stop and reverse the trend of HIV/AIDS in Nigeria. Successive reviews have shown a mix of successes and failures, which over time has shaped the structure and operation of the national response.

A key determinant to ensure that NACA can discharge its mandate is the deployment of a robust and responsive financial management and auditing system and a responsive, transparent acceptable procurement system for the organization.

Towards achieving these objectives, the Agency wishes to engage **Financial Management and Compliance Advisor**, and in compliance with the Public Procurement Act, 2017 (PPA), the Agency hereby invites interested and qualified Consultants to express interest by submitting their Curriculum Vitae (CV) to the Agency.

## **(2.0) SCOPE OF SERVICES**

The Advisor will undertake the responsibilities below in close collaboration with the Fiscal Agent embedded at NACA.

(1) Review key documents pertaining to NACA with a view to ascertaining the current status of the organization in terms of staffing, staff placement and status of procurement processes across all programme areas, (in close collaboration with the Senior Technical Advisor to the Director General)

(2) Work with the FA (and advising the DG as appropriate) to identify potential areas of compliance vulnerability and risk; develop/implement corrective action plans for resolution of problematic issues and provide general guidance on how to avoid or deal with similar situations in the future.

(3) Work with the FA (and advising the DG as appropriate) to collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or noncompliance with funding regulations, and NACA management policies and report same regularly as needed but at a minimum on a monthly basis to the Director General.

(4) Confer with the Director General and directorate staff on financial and regulatory matters.

(5) Working with the FA (and advising the DG as appropriate), examine records and interview staff to ensure recording of transactions and compliance with extant laws and regulations and those of the donor organizations.

(6) Be responsible for verifying that the FA has signed off on vouchers before the DG signs the payment.

(7) Working with the FA (and advising the DG as appropriate), regularly review financial and information systems, recommending controls to ensure system reliability and data integrity.

(8) Working with the FA (and advising the DG as appropriate), review accounting books and accounting systems for efficiency, effectiveness and use of acceptable accounting procedures to record transactions.

(9) Perform any other duties as directed by the DG.

### **(3.0) DELIVERABLES (INITIAL 3 MONTHS)**

(1) Review NACA financial management and audit policies and streamline this to current GF guidelines relating to finance, procurement and audit;

(2) Undertake a risk assessment of the NACA financial controls put in place post-OIG report and advise on any additional mechanisms and tools required to ensure full compliance with GF financial standards and controls;

(3) Work with the GFA and NACA to develop and implement anti-fraud pre-payment authorization controls and harmonize this with current NACA GON payment processes;

(4) Develop and propose new reporting structures between the office of the DG, GFA and the NACA GF team that will improve project delivery and efficiency while strengthening fiduciary controls and fraud prevention measures;

(5) Work with the DG NACA to complete the structural organizational changes commenced with the GMS team as it relates to the Support Units (Finance and Administration) in the organization.

(6) Submit monthly report to the DG

(7) Develop and submit after the initial phase a Financial Management Capacity Improvement Plan.

### **(3.1) DELIVERABLES (EXTENDED PERIOD OF 2 YEARS)**

(1) Ensure that NACA financial management and audit policies are aligned with GF guidelines relating to finance, procurement and audit and ensure full compliance;

(2) Periodic risk assessment review of the NACA financial controls and advise on any additional mechanisms and tools required to ensure full compliance with GF financial standards and controls;

(3) Ensure full implementation of the developed anti-fraud pre-payment authorization controls and harmonize this with current NAC AGON payment processes;

(4) Act as a middle man with the office of the DG, GFA and the NACA GF team to improve project delivery and efficiency while strengthening fiduciary controls and fraud prevention measures;

(5) Advise the DG NACA on the effectiveness of the structural changes initially carried out which review whether the intended objectives are being achieved.

### **(4.0) QUALIFICATIONS/REQUIREMENTS (GENERAL)**

- Minimum of master's degree in accounting or equivalent in Financial Management, Programme Management or Business Administration.
- Membership of either ACCA, ICAN or equivalent professional accounting body.
- 10-12 years working experience in health planning, management, monitoring and evaluation of health programmes at the national levels would be an advantage.
- Strong writing, communication and facilitation skills;

- Knowledge and understanding of HIV/AIDS issues in Nigeria, regionally and internationally and familiarity with issues and linkages between HIV/AIDS, poverty and gender.
- Excellent knowledge of social research methods and analysis.
- Knowledge of TGF policies and procedures is an advantage
- Experience in working with Government, public agencies, UN Agencies, CSOs and communities in Nigeria, and familiarity with GF policies, procedures, budgeting and guidelines.
- Ability to meet tight deadlines and to work effectively in a multi-cultural environment.

## **(5.0) TERMS AND CONDITIONS**

(1) Submission must be in English language only, in four (4) copies (one original and three copies) sealed in an envelope clearly marked “**FINANCIAL MANAGEMENT AND COMPLIANCE ADVISOR**” and dropped in the Tender Box provided with acknowledgment to NACA office at the address stated in paragraph 6 below.

(2) The cover letter submitted with the Curriculum Vitae (C V) must be signed

(3) Interested candidates are requested to visit NACA website: [www.naca.gov.ng](http://www.naca.gov.ng) to access the Terms of Reference (ToR) for this position, or obtain hard copy at the same address stated in paragraph 6 below from 0900 to 1S30 hours local time Mondays to Fridays (except weekends and public holidays).

(4) Submission must be delivered to the same address on or before **1200 noon local time on or before Monday January 8, 2018.**

(5) All submissions shall be opened immediately on the same date at the NACA Conference Room immediately after closing.

## **(5) GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS**

Interested candidates are requested to submit their Curriculum Vitae (CV) (which must be in English language) and credentials in four (4) copies (one original & three copies) in a sealed envelope clearly marked at the topmost right corner “**FINANCIAL MANAGEMENT AND COMPLIANCE ADVISOR**” and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope, with acknowledgment to NACA office at the address below.

Submission of application closes on Monday January 8, 2018 at 12 noon, and the submission received will be opened immediately after closing at NACA Conference Room (Ground Floor) in the presence of those that choose to attend.

## **(6.0) ADDRESS FOR INFORMATION AND SUBMISSION OF BIDS**

**Attention:**

**Head of Procurement**

**National Agency for the Control of AIDS (NACA)**

**Ground Floor Room 1.08**

**Plot 823, Ralph Shodeinde Street Central Business District, Abuja.**

**Email Address:** [info@naca.gov.ng](mailto:info@naca.gov.ng)

## **(7.0) NOTES/DISCLAIMER**

- (i) Late submissions will not be accepted.
- (ii) NACA shall verify any or all documents and claims made by applicants and will disqualify applicants with falsified documents and claims.
- (iii) If it is determined that submitted documents and claims have been falsified, the applicant may face prosecution in a court of Law.
- (iv) NACA shall not be held responsible for any disqualified proposal as a result of any omission or deletion relating to the submission guidelines.
- (v) This advertisement shall not be construed as a commitment on the part of NACA to award a contract to any Consultant, nor shall it entitle any Consultant submitting documents to claim any indemnity from NACA.
- (vi) NACA is not bound to shortlist any candidate, and reserves the right to annul the bidding process at any time without incurring any liabilities or providing reason.

**Signed**

**Management.**