



## Professional Accountancy Organisation (PAO) Development Programme

### Request for Proposals from Consultants

<b>Service</b>	Development of a roadmap to implement the Accelerated Learning Programme (ALP) of the African Professionalisation Initiative (API) in Burkina Faso under the auspices of the Ordre National des Experts Comptables et des Comptables Agréés du Burkina Faso (ONECCA-BF)
<b>Client</b>	Pan African Federation of Accountants (PAFA)
<b>Country</b>	Burkina Faso
<b>Programme</b>	PAFA PAO Development Programme
<b>Call Issue Date</b>	22 February 2023
<b>Call Close Date</b>	15 March 2023
<b>Service Commencement Date</b>	15 April 2023
<b>Service Completion Date</b>	31 July 2023
<b>Proposal Form</b>	<a href="#">English</a>   <a href="#">French</a>
<b>Inquiries</b>	<a href="mailto:development@pafa.org.za">development@pafa.org.za</a>

## Letter of Invitation

Midrand, South Africa, 22 February 2022

### Professional Accountancy Organisation (PAO) Development Programme

#### ONECCA-BF Development Project

Dear Consultants –

The International Federation of Accountants (IFAC), Gavi – The Vaccine Alliance, and The Global Fund have selected Ordre National des Experts Comptables et des Comptables Agréés du Burkina Faso (ONECCA-BF) *inter alia* to strengthen accountancy capacity in the health sector in Burkina Faso under the [IFAC, GAVI – The Vaccine Alliance, The Global Fund](#), and [USAID](#) Memorandum of Understanding. As representative of the accountancy profession in Africa, IFAC has engaged the Pan African Federation of Accountants (PAFA) to manage the implementation of the project during 2023 – 2024.

The ONECCA-BF Development Project (the Project) has several components, including the implementation of an accelerated learning programme for accounting and finance professionals in the public sector under the auspices of ONECCA-BF.

**PAFA is inviting Proposals from Consultants familiar with the accountancy profession and public sector in French-speaking countries in Africa to render the service as set forth in the attached Terms of Reference (ToR). Fluency in French and English is a requirement.**

Consultants should carefully review the Request for Proposals (RFP) and ToR before deciding whether to submit a Proposal. A Proposal should be submitted only if the Consultant can perform the service if selected.

The Request for Proposals includes the following:

- Letter of Invitation
- Information About
  - PAFA
  - The PAO Development Programme
  - The Project
- General Instructions to Consultants
- Information to be Submitted by Consultants
- Terms of Reference

## Information About

### PAFA

The Pan African Federation of Accountants (PAFA) is recognised by the International Federation of Accountants (IFAC) as the representative organisation of the accountancy profession in Africa. PAFA's membership is comprised of 56 national professional accountancy organisations (PAOs) in 45 countries in Africa and five international affiliates.

PAFA's vision is sustainable value creation to benefit the citizens of Africa. This is achieved through strengthening the influence and capacity of the accountancy profession to enhance trade, the quality of services and trust in institutions.

[PAFA's strategic objectives](#) and their economic and societal benefits are linked to the Seven Aspirations of the African Union Agenda 2063 and the United Nations Sustainable Development Goals (SDGs). PAFA's donor-funded PAO Development Programme is built on SDG 16 – Strong Institutions and SDG 17 – Partnerships.

PAFA is determined to play a key role in the development and sustainability of the African continent, founded on the ideals of honesty, integrity, and good governance, and in its renaissance as exemplified in the African Union.

### The PAO Development Programme

When PAOs function effectively they deliver and support quality accountancy professionals who further the quality of governance, financial management, reporting, and auditing, which in turn promotes growth and development in the public and private sectors, enhances transparency and accountability in the use of public resources, improves the design and delivery of vital public services, enhances the effectiveness of development assistance, and attracts foreign direct investment. Nevertheless, many jurisdictions in Africa do not have PAOs or have PAOs that are not yet sustainable, relevant, or credible.

The PAO Development Programme is aimed at establishing new or strengthening existing PAOs in every country. PAO development under the Programme is focused on three key pillars: Sustainability | Relevance | Credibility.

- *Sustainability* is achieved through the PAO's recognition in its jurisdiction; strong governance, effective management infrastructure, sufficient human resources; financial viability; and sufficient professional and intellectual capacity to serve the public interest.
- *Relevance* is a measure of the PAO's responsiveness to the needs, expectations, and interests of its members, students, government, and other key stakeholders by being a trusted advisor to business, government, and society at large and supporting members to render quality services in the public interest.
- A PAO earns *credibility* and public trust when it supports high-quality professional development and a recognised professional qualification; ethics and values; standards for reporting, assurance, and quality management; and effective processes for quality management and investigation and discipline.

The PAO Development Programme also includes a PAO Partnership (Twinning) Programme aimed at enhancing the sustainability of PAFA’s PAO development efforts through the establishment of longer-term PAO-to-PAO relations and support.

Many development partners and donor agencies recognise the important role of PAOs in strong and sustainability organisations, markets, and economies, and therefore fund projects to build the capacity of PAOs and their members – see [MOSAIC](#). As representative of the accountancy profession in Africa, PAFA is an ideal partner for such projects delivered in Africa. Consequently, in 2022, IFAC engaged PAFA to implement two projects under the [IFAC, GAVI – The Vaccine Alliance, The Global Fund](#), and [USAID](#) Memorandum of Understanding (MOU).

### **The Project**

The outbreak of the COVID-19 pandemic has emphasised the need for efficient and impactful health financing and underscored the importance of the health sector in driving economic progress. The effective management of public and private sector health financing is critical to building strong, sustainable, and efficient health systems (and thus resilient economies).

In June 2021, as a lever to address this challenge, IFAC signed the MOU with Gavi – The Vaccine Alliance and The Global Fund. Both organisations invest in Public Financial Management (PFM) and acknowledge the role of accountancy capacity in maximising the effectiveness and impact of their lifesaving disbursements and mitigating the risks of fraud and misappropriation of funds. The MOU therefore aims to build the capacity of PAOs and their members to support resilient and sustainable health sector systems in lower-income countries. Implementation of the MOU started in two pilot countries, including Burkina Faso.

IFAC, Gavi – The Vaccine Alliance and The Global Fund, in consultation with ONECCA-BF, selected project components that are most relevant to the objective of the MOU:

- **Implementing the Accelerated Learning Programme of the [African Professionalisation Initiative](#)**
- Translating the latest edition of the International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants and developing related training material
- Strengthening the Investigation and Disciplinary System by aligning it with international best practices and developing related training material
- Developing a Continuing Professional Development (CPD) programme to develop future-fit professional accountants for the private and public sectors

## General Instructions to Consultants

### Eligibility of Consultants

The Consultant should review the Conflicts of Interest, Corrupt and Fraudulent Practices, and Criteria for Evaluation set forth in the ToR and be prepared to provide evidence of eligibility satisfactory to the PAFA PAO Development Programme Management Team (PMT).

The Consultant will be ineligible:

- If they are established in ineligible countries. For example, countries embargoed by the United States Office of Foreign Assets Control (OFAC).
- If they have a conflict of interest.
- If they engage in any corrupt or fraudulent practices as defined below.
- If their Proposal is incomplete.

PAFA will declare misprocurement and cancel a contract and any funding allocated to the contract if it determines at any time that the Consultant engaged in corrupt or fraudulent acts.

The Consultant is required, upon request, to permit the development partner (IFAC), donors (Gavi and Global Fund), or PAFA to inspect all accounts, records, and other documents relating to the Proposal, and to have them audited by auditors appointed by the development partner, donors, or PAFA.

### Clarification and Amendment of Instructions to Consultants

#### *Requests for Clarification*

If a Consultant require any clarification of any of the instructions for the submission of a Proposal, they should write to [development@pafa.org.za](mailto:development@pafa.org.za).

PAFA will endeavour to respond by email to any request for clarification provided that such request is received no later than five (5) business days prior to the submission deadline. However, any delay in such response will not cause an obligation on the part of PAFA to extend the submission deadline unless PAFA deems that such an extension is justified and necessary.

#### *Amendments*

At any time prior to the submission deadline, PAFA may amend the Instructions to Consultants and issue a notice via email titled Clarification and Amendment of Instructions to Consultants. The contact person shown on any Proposal received prior to the date of such change will be informed of the change by email. It is the Consultants' responsibility to update their submissions.

To give the Consultants reasonable time to consider a change in preparing their submissions, PAFA may, at its discretion, extend the submission deadline.

## Information Provided by Translators – The Proposal

### *Online Proposal Form*

PAFA has prepared an online Proposal Form, which can be accessed at [English](#) | [French](#). The Consultant should submit all relevant information via the form. Consultants should carefully review this RFP and ToR before deciding whether to complete the form. Completing the form should only be pursued when the Consultant can render the service set forth in the ToR should they be selected.

### *Technical Proposal*

The Technical Proposal includes:

- Information to enable an assessment of the Consultant against the Criteria for Evaluation set forth in the ToR. (Consultants should review the criteria carefully and provide relevant, recent, accurate, complete, and sufficient information to enable an evaluation against the criteria.)
- A description of the Consultant's proposed performance of the service, presented in three sections:
  - Section 1: Approach
    - This section should demonstrate the Consultant's understanding of the objective of the service and describe the technical approach, methodology, and monitoring and evaluation framework they would adopt to implement the activities to deliver the expected output.
  - Section 2: Work Plan
    - This section should outline the plan to implement the activities to deliver the expected output, including their content, duration, phasing, and interrelations, as well as key milestones.
  - Section 3: Resources
    - This section should describe the resources (technological, human, etc.) the Consultant will use to implement the activities to deliver the expected output.
- References
  - Three references relevant to the service, including: dates; names of organisations; positions held / assignments conducted; types of activities performed and locations; and contact information of previous employing organisations or clients.
- Where requested, documentary evidence supporting the above.
- Any other documents required as specified.

### *Financial Proposal*

The Financial Proposal includes the fee and any reimbursable costs.

### *Cost*

The Consultant will be responsible for all costs associated with the completion and submission of the Proposal Form. PAFA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process.

### *Language*

The Proposal Form and all correspondence and documents exchanged by the Consultant and PAFA should be in French or English. The Consultant should be fluent in French and English.

### *Currencies*

All monetary amounts will be indicated in United States Dollar (\$).

## **Submission of the Completed Proposal Form**

### *Submission Deadline*

The Consultant should complete and submit the online Proposal Form – Technical and Financial by the submission deadline.

PAFA may, at its discretion, extend the submission deadline, in which case all rights and obligations of PAFA and the Consultants subject to the previous deadline will thereafter be subject to the deadline as extended.

### *Late submissions*

PAFA reserves the right, but is not obligated, to accept submissions received after the submission deadline.

### *Confirmation*

If the Consultant would like to confirm receipt of the completed Proposal Form, they should write to [development@pafa.org.za](mailto:development@pafa.org.za).

## **Evaluation of Proposal**

### *Evaluation*

The PMT will evaluate Technical Proposals based on their responsiveness to the RFP and ToR. Each Technical Proposal will be evaluated and scored out of a maximum score of 100, based on four key areas. These areas, and their associated weights, are outlined in the table below.

<b>Technical Proposal Area</b>	<b>Weight</b>
Assessment of the Consultant against the Criteria for Evaluation set forth in the ToR	40
The Consultant's technical approach, methodology, and monitoring and evaluation framework (based on Section 1 of the Technical Proposal)	20
The Consultant's work plan (based on Section 2 of the Technical Proposal)	20

The Consultant's resources (based on Section 3 of the Technical Proposal)	20
<b>Total</b>	<b>100</b>

Consultants must meet a minimum Technical Score of 70/100 to be considered for selection. For those Consultants who meet the minimum Technical Score, the Technical Proposal score will weigh 80% and the Financial Proposal score 20%.

The PMT reserves the right to waive minor deviations from the Criteria for Evaluation if they do not materially affect the Consultant's capacity and capability to perform the service.

#### *Right to Clarify / Reject*

To assist in the evaluation of the Technical Proposal, the PMT may – at their discretion – ask the Consultant to submit clarifications, correct errors, or submit missing information within a specified time. The PMT's request and the Consultant's response should be by email.

If the Consultant does not respond to the PMT's request within the specified time, their Technical Proposal will be (1) evaluated based on the information available at the time of the PMT's initial evaluation of the completed Technical Proposal or (2) rejected.

The PMT will reject any Proposal that is not responsive to the Instructions for Consultants or if it fails to achieve the minimum Technical Score.

#### **Notification**

Following evaluation of the Technical Proposals, the PMT will notify those Consultants whose Technical Proposals were unsuccessful that their Financial Proposals will not be reviewed.

The PMT will review the Financial Proposals of those Consultants whose Technical Proposal were successful. Following the review, the PMT will notify them of the outcome of their submissions.

#### **Right to Annul**

PAFA reserves the right to annul the RFP and reject all submissions at any time, without thereby incurring any liability to any of the Consultants.

#### **Confidentiality**

Detailed information relating to the Proposals and their evaluation will not be disclosed. After the submission deadline, any Consultant that wishes to contact PAFA on any matter related to the process (other than confidential matters) may do so by email at [development@pafa.org.za](mailto:development@pafa.org.za).

#### **Oversight**

The PMT reports to the PAFA PAO Development Programme Oversight Committee (POC) on due process followed in the selection of the Consultant.



## **Professional Accountancy Organisation (PAO) Development Programme**

### **Terms of Reference**

#### **ONECCA-BF Development Project**

#### **Service to Develop a Roadmap to Implement the Accelerated Learning Programme (ALP) of the African Professionalisation Initiative (API) in Burkina Faso Under the Auspices of the Ordre des Experts Comptables et Comptables Agréés du Burkina Faso (ONECCA-BF)**

#### **Background**

1. The International Federation of Accountants (IFAC), Gavi – The Vaccine Alliance, and The Global Fund have selected Ordre National des Experts Comptables et des Comptables Agréés du Burkina Faso (ONECCA-BF) *inter alia* to strengthen accounting and finance capacity in the health sector in Burkina Faso under the IFAC, [GAVI – The Vaccine Alliance, The Global Fund](#), and [USAID](#) Memorandum of Understanding.
2. As representative of the accountancy profession in Africa, IFAC has engaged the Pan African Federation of Accountants (PAFA) to manage the implementation of the ONECCA-BF Development Project (the Project) in 2023 – 2024. The Project has several components, including the implementation of the Accelerated Learning Programme (ALP) of the [African Professional Initiative](#) (API) in Burkina Faso under the auspices of ONECCA-BF.
3. Refer to pages 3 – 4 of the Request for Proposals (RFP) for information about PAFA, the Professional Accountancy Organisation (PAO) Development Programme (the Programme), and the Project.
4. The following steps have been taken to support the effective implementation of the Project:
  - a. An in-country Project Coordinator will coordinate the various Project components, of which the development of the API ALP Roadmap is one.
  - b. An in-country Multi-stakeholder Advisory Group (MAG) will advise on the implementation of the Project in the context of the accountancy profession and public sector in a French-speaking country in Africa.
  - c. An API Advisory Group (comprising representatives from the secretariats of PAFA, API, and Conseil Régional de Formation des Institutions Supérieures de Contrôle des Finances Publiques

d'Afrique Francophone Subsaharienne (CREFIAF)) will monitor and advise on the translation and contextualisation of the API ALP for use in French-speaking countries in Africa. The API Advisory Group, in consultation with ONECCA-BF, will also advise on the implementation of the translated and contextualised API ALP in Burkina Faso. This will be the first implementation of an API learning programme in a French-speaking country.

### Objective

5. The objective is to strengthen public sector accounting and finance capacity, particularly in the health sector, in Burkina Faso. The development of the API ALP Roadmap is the first step in this direction. The roadmap will define in detail the actions necessary to certify public sector accounting and finance professionals through the API ALP under the auspices of ONECCA-BF.
6. Implementation of the roadmap will commence in January 2024 after the translation and contextualisation of the ALP in 2023. **A separate ToR will be developed for this purpose. The Consultant who will be engaged to develop the roadmap is not automatically engaged to implement the roadmap.**

### Scope of Service

7. The Consultant should take all actions necessary to enable the development of a roadmap that would support the economical, efficient, and effective implementation of the API ALP in Burkina Faso under the auspices of ONECCA-BF. The roadmap should consider both supply and demand, i.e., what it would take to offer the ALP as well as creating the buy-in and commitment of relevant public sector stakeholders to ensure a significant number of public sector employees in accounting and finance roles undertaking the certification.
8. The actions should be planned and performed in consultation with the ONECCA-BF President, In-Country Project Coordinator, and API Advisory Group.
9. Such actions would include, but is not limited to:
  - a. Obtaining an understanding of the environment in Burkina Faso relevant to the certification of public sector accounting and finance professionals, including:
    - i. The accountancy profession and professional accountancy organisation in Burkina Faso, including relevant accountancy laws and regulations
    - ii. The status of public sector accounting and finance professional learning and development available in Burkina Faso
    - iii. The status of PFM, including in the health sector, in Burkina Faso, as well as the status of public sector accounting and finance capacity
    - iv. Existing arrangements that could facilitate the implementation of the API ALP
  - b. Identifying and engaging with all stakeholders relevant to the certification of public sector accounting and finance professionals in Burkina Faso. The in-country MAG would be an ideal starting point. The API Secretariat would also be a key stakeholder.

- c. Develop a roadmap to implement the API ALP in Burkina Faso under the auspices of ONECCA-BF. The roadmap should present innovative solutions to overcome any limitations to the certification of public sector accounting and finance professionals due to existing accountancy laws and regulations applicable in French-speaking countries in Africa. The roadmap should include, but not be limited to:
    - i. A proposed mechanism for certifying public sector accounting and finance professionals in Burkina Faso under the auspices of ONECCA-BF
    - ii. Detailed actions necessary to operationalise the proposed mechanism, including how these actions should be sequenced, the resources (infrastructure, human, and financial) necessary to successfully take the actions, and the timelines within which the actions should be taken. This would be based on:
      - 1. Identification of and consultation with stakeholders relevant to the proposed mechanism
      - 2. Identification of stakeholder roles & responsibilities
      - 3. A gap analysis in relation to stakeholder roles & responsibilities and recommendations to address any gaps
      - 4. Identification of the steps and resources – infrastructure, human, and financial – necessary to implement the recommendations, and the related timelines
      - 5. Risks to the successful operation of the proposed mechanism and related mitigating actions
10. It is recognised that, because of accountancy laws and regulations in French-speaking countries in Africa, the certification of public sector accounting and finance professionals within the structures of the national PAO would be a long-term endeavour. The roadmap, therefore, should consider how existing mechanisms could be modified or a new mechanism could be established to achieve the objective over the short- to medium-term. The national PAO should be a partner in the mechanism in order to deliver the certification of public sector accounting and finance professionals under its auspices.
11. The roadmap should also consider the sustainability of the development efforts. In addition to certifying public sector accounting and finance professionals, the proposed mechanism should provide for the continuous professional development of certified individuals.
12. The Consultant’s understanding of the environment within which the API ALP will be implemented in Burkina Faso, will be extremely valuable to the translation and contextualisation of the API ALP for French-speaking countries in Africa. The Consultant should therefore be available to advise the relevant service providers until 31 August 2023.

### **Deliverable**

- 13. The Consultant should deliver the API ALP Roadmap, including

- a. Stakeholder engagement plan
- b. Detailed implementation plan, including a timeline
- c. Resource plan – infrastructure, human, financial

### **Conflicts of Interest**

The Consultant should always keep the public interest nature of the Project paramount. The Consultant should not be seen to operate or act in a manner that creates a conflict or appears to create a conflict between the public interest focus of PAFA and the Consultant's business or financial interests.

The Consultant should disclose any potential conflicts of interest for consideration by the PAFA PAO Development Programme Management Team (PMT). A conflict of interest is any personal or institutional interest which may affect or be seen to affect impartiality in any matter relevant to duties.

The Consultant should alert the PMT if there are any close business or family relationships with the development partner (IFAC), donors (Gavi and Global Fund), PAFA, or beneficiary (ONECCA-BF) that might create the perception of a conflict of interest. A conflict of interest expressly includes any family or friend who may benefit or be seen to benefit personally, financially, or professionally from association with funding under the Programme. Any directorships or ownerships in any businesses or consultancies, or any other connections with other organisations involved in the Programme should be disclosed to the PMT.

Please write to [development@pafa.org.za](mailto:development@pafa.org.za) for a list of parties associated with the Programme.

### **Corrupt and Fraudulent Practices**

The Consultant should comply with the following policy on corrupt and fraudulent practices.

The Consultant should observe the most stringent standards of ethics during procurement and contract execution and should not engage in any corrupt, fraudulent, collusive, or coercive behaviours. In this context, any action to influence the procurement process or contract execution for undue advantage is improper.

In pursuance of this policy, PAFA prohibits:

- Any offering, giving, receiving, or soliciting of anything of value to improperly influence another party (bribes or kickbacks).
- Any acts or omissions that misleads, or attempt to mislead, another party for financial benefit.
- Any collusive arrangements between two or more parties for an improper or illegal purpose, including improperly influencing another party.
- Any impairing, harming, or related threats, harassment, or intimidation that are designed to improperly influence another party.
- Any attempts to falsify, alter, conceal, or destroy material evidence or information in an investigation or any false statements made in an investigation.

The Consultant should observe, in competing for and executing any contract, the laws against fraud and corruption, including bribery, (1) identified by the development partner or donors, (2) applicable in South Africa, (3) applicable in Burkina FAO, and (4) applicable in the country where the Consultant is based. Where such laws differ, the Consultant should follow the most stringent laws.

The Consultant is required, upon request, to permit the development partner, donors, or PAFA to inspect all accounts, records, and other documents relating to the rendering of the service, and to have them audited by auditors appointed by the development partner, donors, or PAFA.

### Criteria for Evaluation

The Consultant should:

- Be appropriately established to perform the service and support the objectives of the Programme.
- Understand the elements that contribute to the establishment and maintenance of a strong accountancy profession supported by an effective professional accountancy organisation.
- Have at least five (5) years of experience in PFM in French-speaking countries in Africa, including an understanding of PFM and donor-related challenges unique to the health sector.
- Understand the status of, and actions necessary to strengthen, public sector accountancy capacity in French-speaking countries in Africa.
- Understand the stakeholders relevant to strengthening public sector accountancy capacity in French-speaking countries in Africa and have a proven track record of harnessing stakeholder relations to facilitate effective project implementation.
- Have knowledge of the API and their learning programmes.
- Have a proven track record of prior work in areas relevant to the service with evidence of successful delivery of donor-funded project outcomes and positive impacts on beneficiaries.
- Have a proven track record of designing innovative solutions to overcome barriers to the achievement of the service objective
- Possess the human and financial capacity and capability to deliver at the standard and in the period contracted for.
- Be able to commit to a multi-year project.
- Have established and comply with policies that address gender equality and inclusivity.
- Comply with corporate social responsibility (CSR) laws and regulations applicable within their jurisdiction. If there are no relevant laws or regulations in the Consultant's jurisdiction, they should describe how they meet their responsibilities toward the community and the environment (both ecological and social) in which they operate.
- Comply with laws and regulations related to vulnerable groups applicable in their jurisdiction. A vulnerable group is a population that has some specific characteristics that make it at higher risk of falling into

poverty than others living in areas targeted by a project. Vulnerable groups include the elderly, the mentally and physically disabled, at-risk children and youth, ex-combatants, internally displaced people and returning refugees, HIV/AIDS-affected individuals and households, religious and ethnic minorities and, in some societies, women. Recognising that different jurisdictions may have different laws and regulations in this regard, the Consultant should provide information on what laws and regulations are applicable to them and confirm their compliance. If such laws and regulations do not exist in the Consultants' jurisdiction or are significantly less stringent than those (1) identified by the development partner or donors, (2) applicable in South Africa, or (3) applicable in Burkina Faso, the Consultant should demonstrate compliance with the most stringent of these laws and regulations.

- Comply with laws and regulations related to the protection of personal information applicable in their jurisdiction. Recognising that different jurisdictions may have different laws or regulations in this regard, the Consultant should provide information on what laws and regulations are applicable to them and confirm their compliance. If such laws and regulations do not exist in the Consultant's jurisdiction or are significantly less stringent than those (1) identified by the development partner or donors, (2) applicable in South Africa, or (3) applicable in Burkina Faso, the Consultant should demonstrate compliance with the most stringent of these laws and regulations.
- Demonstrate that they can deliver value for money (VFM) and are committed to achieving year on year VFM savings. VFM is defined as *the optimal use of resources to achieve intended outcomes*. This means that the Consultant should demonstrate and continually strive to improve VFM in all that they do. This includes developing a baseline for current VFM to demonstrate how VFM is improved over the life of the Programme.
- Not derive a competitive advantage from having previously provided services related to the Project.
- Not have any pending litigation against them (unless such litigation is disclosed to the PMT and the PMT determines that the litigation does not present a problem for participation in the Programme).

### **Duration of Service and Expertise and Experience Required**

14. The service will commence on or about 15 April 2023. The API ALP Roadmap should be complete by 31 July 2023. The Consultant should continue to be available to advise the service providers responsible for translation and contextualisation of the API ALP for French-speaking countries in Africa until 31 August 2023.

### **Reporting**

15. The Consultant will report to the President of ONECCA-BF and the PMT on Project progress against agreed key performance indicators, measures, and targets, and at agreed intervals.

### **Budget**

16. The budget for the service is US \$30,000.