



TERMS OF REFERENCE FOR SEEKING THE SERVICE OF TWO (2) ACCOUNTANTS TO PROVIDE FINANCIAL ANALYSIS SUPPORT

Reference	N°2 accountants for financial analysis support
Procuring organisation	European Research Institute (ERI)
Project	ENV/2018/400-378 - CONNECTING - Coastal Observer Network for moNitoring the EffeCTs of cllmate chaNge along the Gambia River

Introduction

The European Research Institute (ERI) in partnership with Makasutu Wildlife Trust (MWT) and Sahel Wetland Concern (SWC) are seeking the services of two (2) accountants/accounting firms to provide financial analysis support within the framework of the CONNECTING project - Coastal Observer Network for moNitoring the EffeCTs of cllmate chaNge along the Gambia River (ENV/2018/400-378).

The CONNECTING project is co-funded by NAOSU - National Authorising Officer Support Unit, Ministry of Finance and Economic Affairs, The Gambia, within the framework of the GCCA+ Climate Resilient Coastal and Marine Zone Project for The Gambia. The project started in September 2021 and lasts 12 months. The overall objective of the project is to enhance effective collection and transmission of data on environmentally significant events and biophysical parameters to the National Environment Agency (NEA) in order to help coastal communities along the Gambia River to adapt to impacts of climate change. In order to achieve this, the CONNECTING project aims at establishing a community-based Coastal Observer Network to enhance the monitoring of the sheltered coast along the Gambia River. The project will identify four priority geo-referenced cells to be monitored and build the capacity of community based organizations and individual coastal observers. The CONNECTING project is being implemented in the West Coast Region and Lower River Region, targeting 24 adult residents and two community based organizations. The final beneficiaries of the project are coastal communities located along the Gambia River, local authorities such as the Alkalou (Village Head) and the Village Development Committee (VDC).

Accountant n°1 - Duties

The selected accountant shall perform the following tasks:



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- keep the accounts;
- plan and prepare the declarations of income
- prepare the social balance document.

Accountant n°1 - Qualifications and experience required

The selected accountant shall have:

- experience in accounting and financial services;
- at least one year work experience;
- previous experience in working with non-profit organisations.

Accountant n°2 - Duties

The selected accountant shall perform the following tasks:

- provide consulting services on tax-related issues;
- provide consulting services on financial issues;
- manage operations related to taxes/social security;
- ensure that ERI complies with all its obligations relating to tax issues.

Accountant n°2 - Qualifications and experience required

The selected accountant shall have:

- experience in accounting and financial services;
- at least one year work experience;
- previous experience in working with non-profit organisations.

Time frame

The deadline for submission of bids is 10 February 2022. The successful bidders will be contacted within five days of the deadline and receive a contract for this service. The assignment is expected to start within five days from the signing of the contract by both parties and will last until the end of the project, namely 31/08/2022.

Maximum budget

The total maximum budget for this service is EUR 4.000,00. The maximum budget for each position is 2.000,00 EUR.

Quotations

Bidders shall submit a quotation to the European Research Institute (ERI) including the following:



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- cost of the service;
- CV or short description of the firm.

Award criteria

The proposal that will get the highest score will be selected. Selection of proposals will be based on the following criteria:

Award Criteria	Maximum Points
Price	40
Previous work experience	40
Completeness of proposal	20
Total	100

Threshold: 71/100.



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