

**COMMISSION DU BASSIN
DU LAC TCHAD**



**LAKE CHAD
BASIN COMMISSION**

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TERMS OF REFERENCE

Recruitment of an Accountant at the Coordination of the Technical Support Project for the Restoration of the Ecological and Economic Functions of Lake Chad Basin (PARFEBALT)

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BTA DS 17/2
28

February 2026

1. Background and Rationale

The **Lake Chad Basin Commission (LCBC)** is an intergovernmental organisation established in 1964 by the States bordering Lake Chad to ensure the **sustainable and equitable management of the Basin's water resources, the preservation of associated ecosystems, and the promotion of regional integration**. It provides the institutional framework for cooperation among Cameroon, Niger, Nigeria, the Central African Republic and Chad, and plays a strategic role in promoting stability, economic development, natural resource management and climate resilience throughout the Lake Chad Basin.

Over the years, the LCBC has implemented several major initiatives, supported by its technical and financial partners, notably the African Development Bank Group (AfDB). These initiatives have focused on ecosystem rehabilitation, strengthening community resilience, improving water governance, and promoting regional security and stability. They include flagship programmes such as PRODEBALT, PRESIBALT and PARSEBALT, through which the Commission has developed substantial operational and institutional experience.

Despite these efforts, the Lake Chad Basin continues to face significant challenges, including ecological degradation and a shrinking surface area; increasing climate variability; growing demographic and anthropogenic pressures; limited availability and reliability of hydrometeorological data for informed decision-making; persistent insecurity; and institutional and socio-economic fragility across the region.

In response to these challenges and in line with regional strategic orientations, the LCBC adopted the Strategic Action Programme (SAP) for the Lake Chad Basin in 2022, covering the period 2023-2035. Within this framework, the AfDB is supporting the Commission through the Technical Support Project for the Restoration of the Ecological and Economic Functions of the Lake Chad Basin (PARFEBALT).

The Project aims to:

- Strengthen hydrological, hydrogeological and ecological knowledge of the Basin;
- Prepare and structure a major regional investment programme;
- Improve gender- and conflict-sensitive water governance;
- Support the mobilisation of international financial resources;
- Strengthen the institutional capacities of the LCBC;
- Contribute to climate resilience and regional stabilisation.

To ensure effective implementation in line with AfDB standards and Member State requirements, it is essential to establish a dedicated, multidisciplinary and fully operational **Project Management Unit (PMU)**. The PMU, housed within the LCBC's Technical Directorate, will be responsible for the planning, implementation, technical oversight, fiduciary management, and monitoring and evaluation of PARFEBALT.

To support the PARFEBALT Coordination in managing its accounting functions, the LCBC intends to recruit a Consultant Accountant to coordinate the implementation of

the PARFEBALT project. The position will be supervised by the LCBC's Department of Administration and Finance.

2. Mission of the Accountant

The Accountant is responsible for the Project's financial management. The latter ensures effective cost control, compliance with approved budgets, and the timely production of financial reports throughout the project lifecycle.

The mission will include, inter alia, the following duties:

- Conduct accounting entries and allocations;
- Centralise and ensure the accuracy and regularity of accounting ;
- Prepare financial and accounting documents, including the balance sheet (assets and liabilities), income statement, cash flow statement, sources and uses of funds table, notes to the financial statements, and annexes such as: table of contracts concluded; table of staff remuneration; table of goods and services acquired; table of direct payments made by the Bank; table of payments from special accounts;
- Participate in the definition and implementation of accounting principles and methods (general and analytical accounting in accordance with recognised standards);
- Establish and apply procedures for the classification and archiving of accounting documents;
- Participate in procurement-related processes for supplies and consumables, including monitoring pro forma invoices and expenditure management;
- Contribute to the establishment and management of supplier databases and inventory tracking systems;
- Prepare disbursement request documentation and monitor payments;
- Manage financial, analytical and fixed asset accounting;
- Participate in the preparation of the annual balance sheet and income statement;
- Participate in the preparation and organisation of annual external audits and mid-term reviews;
- Contribute to the drafting of periodic financial implementation reports;
- Participate in the planning, programming and monitoring of contract execution;
- Reconcile records of goods and services acquired with fixed asset registers, physical inventories, signed contracts and supplier invoices, and update asset registers accordingly;
- Produce monthly general ledgers and trial balances to justify balances and control transactions;
- Prepare monthly analytical balances and verify allocations in coordination with technical project managers;
- Monitor financial transaction movements on the special account;
- Monitor financial transaction movements on the operating accounts;
- Ensure the eligibility of bank-financed expenditures;
- Support project activities within their field of responsibility;
- Perform any other tasks necessary for the achievement of project objectives;

- Ensure compliance with internal control procedures, donor requirements and applicable accounting standards;
- Participate in the preparation of the annual budget and monitor its execution;
- Contribute to the preparation of the annual internal control plan;
- Participate in Bank supervision missions and external financial audits;
- Contribute to the preparation and conduct of audit missions by the Bank and external auditors;
- Support the implementation of the African Development Bank's financial management tools.

3. Expected Outcomes

- All expenditures are duly justified monthly, with complete and properly archived supporting documentation;
- Accounting journals, financial statements (general ledger, trial balance, income statement) and commitment records are available quarterly through the accounting management software;
- Fixed asset statements are produced regularly;
- Foreign exchange gains and losses are properly identified and recorded;
- Financial and accounting management tools are up to date, available and effectively used;
- Participation in Bank missions and audit processes is effective and satisfactory.

4. Required Profile

- Hold at least a Bachelor's degree in Accounting, Finance or a related field;
- Minimum of six (6) years of general professional experience in accounting and finance;
- Minimum of three (3) years' specific experience as an accountant in donor-funded development projects;
- Demonstrate a sound knowledge of SYSCEBNL accounting standards;
- Experience working within a regional or international organisation will be an asset;
- Demonstrate excellent command of written and spoken French;
- Knowledge of TOMPRO project accounting software;
- Proven proficiency in standard office software (Word, Excel, etc.);
- Fluency in both French and English (written and spoken) will be an advantage;
- Demonstrate the highest standards of ethics, integrity and transparency.

5. Contract Duration

The Accountant will be recruited under a one-year contract, renewable subject to a probationary period of three (03) months. The consultant's performance will be evaluated annually, and any contract renewal will be conditional upon a performance assessment deemed satisfactory by the Lake Chad Basin Commission.

6. Application File

The application file will include the following documents:

- a) A detailed, dated, signed and certified Curriculum Vitae highlighting the candidate's qualifications, professional experience and competencies, and including at least two (2) relevant references with full contact details of previous employers;
- b) Copies of legally certified diplomas and employment certificates.
- c) Female candidates are strongly encouraged to apply.

7. Evaluation criteria

Consultants will be evaluated based on their application files, according to the following criteria and scoring scale:

CRITERIA	POINTS
Training/Education: Bachelor's Degree in Accounting, Finance or any related field.	10
Minimum of six (6) years' general professional experience in accounting and finance	15
Minimum of three (3) years' specific experience as an accountant in donor-funded development projects;	30
Good knowledge of SYSCEBNL accounting standards	15
Perfect fluency, written and spoken in French or English, and fluency in two languages is an asset	5
Knowledge of TOMPRO project accounting software;	15
Proven proficiency in standard office software (Word, Excel, etc.);	10
TOTAL	100

The minimum score required to be shortlisted is 75 points out of 100.

The candidate with the highest total score above the minimum will be invited to negotiate a contract.

In the event of final selection, the following documents shall be required:

- Original copies of the declared academic diplomas and employment certificates;
- A copy of a criminal record certificate issued within the last three (03) months;
- A medical certificate and follow-up report issued by a licensed medical practitioner.

8. Duty Station

The duty station is N'Djamena, Chad.

The Lake Chad Basin Commission guarantees equal opportunities for all candidates, actively promotes diversity within its workforce, and applies a zero-tolerance policy towards fraud and corruption. No fees or payments are required at any stage of this recruitment process. Only shortlisted candidates will be contacted.

Executive Secretary

Amb. MAMMAN NUHU

