



LAKE CHAD BASIN COMMISSION

AFRICAN DEVELOPMENT BANK GROUP

TECHNICAL ASSISTANCE PROJECT FOR THE RESTORATION OF THE ECOLOGICAL AND ECONOMIC FUNCTIONS OF THE CHAD LAKE BASIN (PARFEBALT)

**CALL FOR EXPRESSIONS OF INTEREST
(CONSULTANCY SERVICES)**

Recruitment of an Administrative and Financial Assistant for PARFEBALT Coordination.

Project N° : P-Z1-A00-040

Grants N° : 5900155019267 et 2100155043847

Date of publication : 20.../04.../2026

1. The Lake Chad Basin Commission (LCBC) has received funding from the African Development Bank Group to cover the cost of the Technical Assistance Project for the Restoration of the Ecological and Economic Functions of the Lake Chad Basin. The Lake Chad Basin Commission (LCBC) intends to use part of the funds granted under this donation to finance the contract of the Administrative and Financial Assistant for PARFEBALT Coordination.
2. The services envisaged under this contract include support for the smooth administrative, logistical, and financial operation of the PARFEBALT project in accordance with the procedures of the African Development Bank (AfDB); the financial and administrative procedures of the LCBC; the LCBC's Administrative, Financial, and Accounting Management Manual for Projects and Programs; and the rules for budget monitoring and expenditure justification. Specifically, he/she is responsible for :
 - Provide administrative support to the PMU (mail, filing, physical and digital archiving).
 - Support the organization of project meetings, workshops, training sessions, and missions (reservations, logistics, attendance lists, minutes).
 - Manage reception, telephone communications, and incoming/outgoing mail.
 - Monitor the management of equipment: supplies, consumables, equipment, maintenance.
 - Support the preparation of contracts for staff, consultants, service providers, and suppliers.
 - Maintain the contract register, fixed asset register, and project inventory.
 - Support the recording of financial transactions in the accounting system (TOM2PRO or equivalent).
 - Prepare supporting documents for expenses and ensure their compliance with AfDB/LCBC rules.
 - Participate in monitoring disbursements and preparing requests for fund withdrawals.
 - Assist in preparing monthly bank reconciliations.
 - Participate in the preparation of quarterly and annual financial reports.
 - Support the preparation of financial files for internal and external audits.

- Ensure the secure filing of financial documents (physical and electronic filing)
 - Etc...
3. The term of the contract is twelve (12) months, renewable based on a satisfactory evaluation, with a trial period of three (03) months.
 4. The Lake Chad Basin Commission (LCBC) invites specialized individual consultants to submit their applications to provide the services described above. Interested consultants must provide information on their capacity and experience demonstrating that they are qualified for the services (recent, dated, and signed Curriculum Vitae, copy(ies) of diploma(s), references for similar services, experience in comparable missions accompanied by proof of completion, including certificates of service issued by the client, work certificates, etc.).
 5. The consultant must meet the following minimum requirements:
 - Hold at least a higher educational qualification in the fields of law, administration, finance, accounting, or management (at least a bachelor's degree) or equivalent.
 - Have three (03) years of professional experience in administrative and financial functions.
 - Have at least one (01) year of experience in a similar position in the public or private sector or in development projects and programs.
 - Have knowledge of administrative writing and personnel management.
 - Have a good knowledge of development project financing mechanisms in general and multilateral donor procedures in particular.
 - Experience in using one or more accounting and financial management software programs would be an asset.
 - Demonstrate proficiency in commonly used computer applications (Word, Excel, PowerPoint) as well as email and internet tools.
 - Ability to work in a team and under pressure.
 - Fluency in one of the following languages: French or English, and good command of the other.
 - Adherence to the highest standards of ethics, integrity, and transparency

Consultants will be evaluated based on their application dossiers, using the following scoring criteria and scale:

CRITERIA	POINTS
Hold at least a higher education degree in the following fields: Law, Administration, Finance, Accounting, or Management (at least a bachelor's degree) or equivalent	10
Have three (03) years of professional experience in administration and finance.	20
Have at least one (01) year of experience in a similar position in the public or private sector or in development projects and programs;	30
Have knowledge of administrative writing and personnel management	10
Have a good understanding of the mechanisms for financing development projects in general and the procedures of multilateral donors in particular;	10
Fluency in one of the languages: French or English, and a good command of the other is an asset	5
Experience using one or more accounting and financial management software programs would be an asset;	5
Proficiency in commonly used software applications (Word, Excel, PowerPoint) as well as email and internet tools;	10
TOTAL	100

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

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


6. The eligibility criteria, shortlisting, and selection procedure will be in accordance with the Procurement Framework for Operations Financed by the African Development Bank Group, October 2015 edition, which is available on the Bank's website at: <http://www.afdb.org>.
7. Interested consultants may consult the Terms of Reference at the address below during office hours from Monday through Friday from 8:30 a.m. to 3:30 p.m. local time: Headquarters of the Lake Chad Basin Commission (LCBC) Located at Rond-point de la Grande Armée BP; 727 – N'Djamena, Tel: 00235 97878428 or on the LCBC website <http://www.cbtl.org>. Further information can also be obtained by emailing: parfebalt@cbtl.org
8. Applications must be submitted to the address below or by email no later than 04.../05.../2026, at 3:30 p.m. and must be clearly marked "Expression of interest in the recruitment of an Administrative and Financial Assistant for PARFEBALT Coordination».

To the Executive Secretary of LCBC

LCBC Headquarter's – Rond-Point des Grandes Armées BP 727 - N'Djamena – Chad

And by email: parfebalt@cbtl.org ; cbtl.lcbc@gmail.com ;

N'Djamena, 20.../04.../2026


Amb. Ibrahim Babani
Executive Secretary

