



REGIONAL CLEAN COOKING ACTION IN WEST AFRICA (RECCAWA)

Terms of Reference for a
Financial Management Specialist

Projects: Regional Clean Cooking Action in West Africa (ReCCAWA)
Job Title: Financial Management Specialist
Contract Type: Individual Consultant / Service Contract
Duty Station: Praia, Cape Verde
Mission duration: 12 months, with possibility of extension
Monthly Fee: 5000 euros

I. CONTEXT

The European Union and the ECOWAS Commission signed a convention on 19 October 2023 to support the development of a Regional Clean Cooking Action in West Africa (ReCCAWA). This initiative is implemented by the Netherlands Enterprise Agency (RVO) and the Spanish Agency for International Development Cooperation (AECID), in partnership with the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE). ReCCAWA's main objective is to improve access to affordable, reliable, clean, and sustainable cooking solutions in West Africa.

The **Financial Management Specialist** will be a core member of the Project Implementation Unit (PIU), responsible for leading all areas of financial management to ensure that adequate fiduciary safeguards are maintained for accurate, reliable, and timely financial reporting in line with EU, AECID, and ECOWAS financial regulations across all intervention areas.

II. BACKGROUND OF THE ReCCAWA PROJECT

The Regional Action for Clean Cooking in West Africa (ReCCAWA) aims to increase and sustain access to clean, efficient, sustainable, and affordable cooking energy solutions in the region by strengthening the clean cooking enablement framework at the regional and national levels, providing innovative financing and market-based approaches tailored to the region, thereby increasing the supply, dissemination, and adoption of clean cooking solutions, and creating and disseminating evidence-based data, knowledge assessments, and impact assessments, which are essential for good governance of the sector and its market adoption. The action is fully aligned with regional and national policies and strategies. The implementation of this action will contribute to the achievement of SDG 7 (affordable and clean energy) as well as SDG 3 (good health), SDG 5 (gender equality), SDG 8 (decent work and economic growth), SDG 13 (climate action) and SDG 15 (life on land).

Overall Objective

The overall objective of this Action is to increase access to affordable, reliable, clean and sustainable energy services for clean cooking in West Africa.

Specific objectives:

SO1: Strengthen the **enabling environment** of the clean cooking sector in the West African region and in selected countries;

SO2: Increase the **supply of clean cooking solutions** through professionalisation and facilitation of access to finance in the West African region;

SO3: Increase the **demand for clean cooking solutions** by means of demand-side subsidies and targeted behavioural change interventions in specific West African countries.

Expected Results:

Key Results Intervention Area 1 – Regional and National Policy

R1.1 A West African **regional clean cooking roadmap** is adopted;

- R1.2 **Regional guidelines standards and labels** are adopted and existing testing centres with the capacity of serving the region (namely in Ghana, Nigeria and Senegal) are reinforced;
- R1.3 Actionable **national clean cooking action plans** in selected countries are developed or updated (as appropriate) and under implementation;
- R1.4 **National standards and labels** are developed or revised (as appropriate) and applied in selected countries, and national testing centres are supported (where appropriate);
- R1.5 **New knowledge** about clean cooking actions and policies, along with **regional gender-disaggregated data and best practice experiences** drawn from the activities implemented through the Action, are pooled together and disseminated to serve as a basis for replication and attraction of funding.

Key Results Intervention Area 2 – Supply of Clean Cooking Solutions

- R2.1 An increased number of **professionalised Clean Cooking SMEs** provide clean cooking solutions in the West African region, with priority to selected countries;
- R2.2 The **capacity of crowdfunders, impact investors and local banks** to review and approve **loan applications** by Clean Cooking SMEs is strengthened in the West African region, with priority to selected countries;
- R2.3 Access to **Carbon Finance** for clean cooking SMEs is facilitated through an aggregator in selected West African countries.

Key Results Intervention Area 3 – Demand for Clean Cooking Solutions

- R3.1 A dedicated **behavioural change** approach is effective in mobilising additional consumers in selected communities;
- R3.2 Innovative **Demand Side Subsidies** are operational and accessible to targeted consumers in selected countries.

III. RESPONSIBILITIES

The Financial Management Specialist will be the head of financial management of the project and shall have the overall responsibility for implementing and managing the agreed financial management arrangements as well as supervising all accounts staff of the PIU.

He/ she will have specific responsibility for the following:

- i. Overall lead for the project in the areas of budgeting, accounting, implementing internal controls, financial reporting, and treasury management, and ensuring compliance with approved procedures;
- ii. Lead the budget preparation process for the Project Lead's review.
- iii. Manage budget execution and control expenditures to ensure that activities executed are in line with the approved budget and within the budgeted expenditures;
- iv. Monitor budget execution and progress, including input to progress reporting for the project;
- v. Ultimate responsibility for the preparation of quarterly interim unaudited financial reports, as well as the annual project's financial statements;
- vi. Comply with ECOWAS and AECID's Financial Management Procedures."
- vii. Develop and implement business process improvement where appropriate, including computerization and automation of accounting and reporting;
- viii. Develop and implement appropriate treasury procedures to ensure that the project never runs out of funds in the Special Account and Counterpart Funds Account;
- ix. Ensure that advances are justified in line with extant rules, and monthly bank reconciliations are performed timeously for all project accounts, checked for accuracy, and reconciling items are followed up promptly;

- x. Collaborate with ECREEE Accounting and Administration staff to ensure effective tracking and reporting of expenditures;
- xi. Liaise with the internal/external auditors and follow up on any audit queries or recommendations;
- xii. Support the procurement process by reviewing and monitoring, in conjunction with the Procurement Specialist and the Project Lead, the financial management aspects of the procurement of goods, works, and services in accordance with the agreed procurement rules;
- xiii. Assist in field monitoring of project activities and help track the progress of projects against their expenditures; and
- xiv. Work with the Directorate of Administration, Finance, and ICT of ECREEE and carry out any other duties as assigned by the Project Lead or ECREEE management.

IV. EXPECTED DELIVERABLES

The Financial Management Specialist shall report technically to the Project Lead and administratively to the Director of Administration, Finance, and ICT to consolidate the annual financial reports and budget.

- i. Quarterly interim unaudited financial reports;
- ii. Annual project financial statements;
- iii. Budget execution reports and monitoring updates;
- iv. Inputs to the quarterly technical progress reports;
- v. Monthly bank reconciliation statements;
- vi. Any other financial documents as requested by the Project Lead or ECREEE management.

V. QUALIFICATION AND EXPERIENCE

The Financial Management Specialist should have:

- i. A minimum of a Bachelor's degree in Accounting, Finance, or a directly related field.
- ii. Be a qualified accountant with full membership of an internationally recognized professional body such as ACA, CPA, ACCA, or CGMA.
- iii. At least seven (7) years of post-qualification experience, of which four (4) years must be in a similar position, preferably working on donor-funded projects.
- iv. Proven experience in using accounting software for recording, processing, and preparing financial reports.
- v. Sound knowledge of IPSAS, IFRS, or local accounting standards that comply with IPSAS or IFRS requirements and demonstrated application of those standards in practice.
- vi. Extensive experience in planning, budgeting, budgetary control, and financial reporting.
- vii. Strong knowledge of and experience with donor disbursement procedures and justification practices.
- viii. Strong people management and interpersonal skills, with demonstrated integrity and ethical conduct.
- ix. Fluency in at least one official ECOWAS language (English, French, or Portuguese) is mandatory. Proficiency in English is a strong asset.
- x. Ability to work as a team player and deliver results under tight deadlines.
- xi. Willingness to undertake frequent field missions in support of project implementation.

VI. DURATION

The consultant will initially be hired for a period of one year, at the end of which his/her performance will be evaluated based on the deliverables achieved. The contract may be extended for an additional year, depending on the consultant's performance and funding availability.

VII. SUBMISSION

Interested applicants should submit their CV, together with any relevant diplomas, certificates, and cover letter to fmspecialist@ecreee.org no later than 23:59 (UTC-1) on the 30th of April 2026. Questions or inquiries should be sent to Mr. Alcides de Oliveira, Programme Officer Admin (adoliveira@ecreee.org), with copy to Mr. Guei Kouhie, Programme officer Renewable Energy (gkouhie@ecreee.org) and Dr. Yannick Kedowide, Project Coordinator (ykedowide@ecreee.org), no later than two weeks to the deadline.