NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY

1196 Links Road, Nyali, P.O Box 34068 – 80118, Mombasa, Kenya
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REQUEST FOR PROPOSALS

CONSULTANCY SERVICES

Financial Manager

Promoting Intra-EAC Agri-Food Cross-Border Trade by Addressing Non-Tarriff Barriers (NTBs)

TENDER CLOSING DATE: 2 DECEMBER, 2026

November 2026

TERMS OF REFERENCE (ToR)

Project Title	**Promoting Intra-EAC Agri-Food Cross-Border Trade by Addressing Non-Tariff Barriers (NTBs)**
Position	**Financial Manager**
Duration	**Six (6) Months**
Reporting to	**NCTTCA, Private Sector, Investment Promotion Department**
Contract Type	**Fixed-Term Contract (Six Months)**

1. INTRODUCTION

The East African Community (EAC) continues to promote regional economic integration through increased intra-regional trade and the elimination of barriers affecting the movement of goods and services across Partner States.

Despite progress in regional integration, agri-food cross-border trade continues to face significant Non-Tariff Barriers (NTBs), which constrain market access, increase transaction costs, and affect the competitiveness of agricultural producers, traders, and other value chain actors.

The project entitled **"Promoting Intra-EAC Agri-Food Cross-Border Trade by Addressing Non-Tariff Barriers (NTBs)"** aims to facilitate regional agri-food trade by supporting initiatives that identify, monitor, and address NTBs, strengthen institutional coordination, and improve the trading environment across EAC Partner States.

To ensure sound financial management, accountability, and effective utilisation of project resources, the project requires the services of a qualified and experienced Financial Manager.

2. OBJECTIVE OF THE ASSIGNMENT

The overall objective is to provide effective financial management and oversight of project resources, ensuring compliance with applicable financial regulations, donor requirements, organisational policies, and approved project budgets.

3. SCOPE OF SERVICES AND KEY RESPONSIBILITIES

Under the supervision of NCTTCA, EABC, and AGRA, the Financial Manager will undertake the following responsibilities:

- Develop, monitor, and update project budgets in line with approved work plans and activities.
- Ensure effective budget allocation and expenditure tracking.
- Monitor budget utilisation and identify potential risks and variances.
- Provide financial forecasts and recommendations to support project implementation.
- Prepare accurate and timely monthly financial reports.
- Prepare financial statements and expenditure reports in accordance with donor requirements.
- Ensure proper documentation and reconciliation of all financial transactions.
- Maintain accurate and up-to-date financial records and accounting systems.
- Review payment requests, invoices, and supporting documentation before processing payments.
- Monitor project cash flow and ensure the availability of funds for planned activities.
- Ensure timely processing of payments to consultants, suppliers, and service providers.
- Coordinate internal and external financial audits.
- Follow up on audit recommendations and corrective actions.

- Review the financial aspects of contracts, purchase orders, and service agreements.

4. DURATION OF THE ASSIGNMENT

The assignment will be undertaken over a period of six (6) months, commencing from the date of signature of the contract. The Financial Manager will be expected to dedicate the necessary time and professional commitment to ensure effective financial coordination, management, and monitoring of all project activities throughout the contract period.

5. REQUIRED QUALIFICATIONS AND EXPERIENCE

The Financial Manager should possess:

- A master's degree in finance, accounting, financial management, economics, or a related field.
- Professional accounting qualifications such as CPA or equivalent.
- At least 5–7 years of relevant professional experience in financial management.
- Demonstrated experience managing budgets for donor-funded projects.
- Experience in financial reporting, budgeting, accounting, and auditing.
- Familiarity with donor financial management and compliance requirements.
- Experience working with regional organisations or programmes involving multiple countries will be an advantage.

6. REQUIRED SKILLS AND COMPETENCIES

- Strong analytical and financial management skills.
- Excellent knowledge of accounting principles and financial regulations.
- High level of integrity, transparency, and accountability.
- Strong organisational and time-management skills.
- Ability to work independently and within multidisciplinary teams.
- Excellent communication and report-writing skills.
- Proficiency in accounting software and Microsoft Excel.

7. WORKING LANGUAGE REQUIREMENT

Applicants must be fluent in English.

8. APPROVAL

These Terms of Reference shall serve as the basis for the recruitment and engagement of the Financial Manager for the project entitled **"Promoting Intra-EAC Agri-Food Cross-Border Trade by Addressing Non-Tariff Barriers (NTBs)."**

Interested, qualified persons are requested to submit their applications to the following address: **procurement@ttcanc.org**, not later than **2nd December 2026**. Applications should also contain an updated curriculum vitae (CV) showing the qualifications and experience that best qualify them for the assignment, along with three referees and copies of relevant degrees and academic qualifications.

Sincerely,

Dr. John Deng Diar Diing, PhD, PE
EXECUTIVE SECRETARY

18/11/2026

Autorité de Coordination De Transit et de Transport du Corridor Nord
ACTTCN ★ NCTTCA
Northern Corridor Transit and Transport Coordination Authority