



Republic of Liberia
Smallholder Agriculture Transformation and Agribusiness Revitalization Project
(STAR-P)

Ministry of Agriculture

Credit No: 160945



Consulting Services: RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR THE POST OF FINANCIAL MANAGEMENT SPECIALIST FOR THE SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT.

Request for Expression of Interest

1. The Government of Liberia has applied for financing to the World Bank toward the cost of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) and intends to apply part of the proceeds for consulting services for **Recruiting the Services of a Financial Management Specialist for the Smallholder Agriculture Transformation and Agribusiness Revitalization Project to initially commence in Bomi, Cape Mount, Margibi, Nimba and Lofa Counties.**

2. The scope of assignment includes, but not limited to;

The Financial Management Specialist will provide support to the Finance and Administration department of the PIU, to ensure that throughout the PIU project's implementation there are adequate financial management systems in place, and that the PIU is adhering to the PFM stipulations made in the Public Financial Management Act of 2009. The Consultant will guide the implementation of these reforms, whilst working closely with and building the capacity of the Finance department.

3. The Ministry of Agriculture now invites eligible Consultants to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are; the Financial Management Specialist must be a professional accountant in good standing (LICPA, CA, CPA, ACCA) or any professional body that is recognized by IFAC, experience in auditing is desirable (articled clerkship), not less than 8 years' experience in financial management; managing World Bank or donor funding experience and public sector is an added advantage. Post qualification in Business, Accounting, Finance or Economics will/is an added advantage. Demonstrate knowledge of IPSAS, IAS, internal control system and accounting software (Tompro knowledge is an advantage). Must have good knowledge of financial management policies and procedures of the GoL, multilateral financial institutions (e.g. the World Bank, IFAD and AfDB) and development cooperation agencies; as well as good knowledge of the institutional, technical, and commercial aspects of financial management; Excellent skills in project management demonstrated in previous jobs; Proven track record in working effectively within multidisciplinary teams; Computer proficiency in standard office applications (Spread sheets, word processing, Internet Explorer), excellent communication, interpersonal and team working skills; Working knowledge in World Bank Clients Connection; and fluency in English.



4. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers July 2016 and revised November 2017 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: relationship with Borrower's staff: Consultants (including their experts and other personnel, and sub-consultants) that have close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of: (i) the preparation of the TOR for the assignment (ii) the selection process for the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.

5. A Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** Method set out in the Consultant Guidelines.

If you are interested and fulfill the above-mentioned requirements in any of the positions, please send your application to UNDP Human Resources Department via the below email address indicating in the subject line the position: vacancies.lr@undp.org. Please note that the Application package includes a Motivational letter and a Curriculum Vitae (CV), with Notarized educational credentials, Names, email addresses and phone numbers of 5 referees, two of whom must be former or current Supervisors.

Deadline- November 28, 2021

TERMS OF REFERENCE FOR RECRUITMENT OF A FINANCIAL MANAGEMENT SPECIALIST FOR THE SHALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT (STAR-P) FOR THE MINISTRY OF AGRICULTURE

Post Title: Financial Management Specialist

Location of Post: Program Management Unit of the Ministry of Agriculture, Fendell, LIBSUCO Building, Old LPRC Road, Montserrado County with extensive travel to project counties.

Contract Duration: 12 months contract, renewable based on agreed satisfactory performance targets and deliverables

Reports to: Project Coordinator

Recruitment: National Position

Background

The Government of Liberia requested the support of the World Bank to design and implement the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The proposed development objective is to increase agricultural productivity and promote commercialization of smallholder farmers for selected value chains in selected counties of Liberia. The project will fulfill these objectives by: (i) strengthening the productive capacities of smallholder producers; ii) facilitating input and output market linkages for smallholder producers; and (iii) supporting institutional strengthening and capacity building for a competitive commercial agriculture sector.

Project details can be found at:

<http://documents.worldbank.org/curated/en/539361545925964964/pdf/project-appraisal-document-pad-smallholder-agriculture-transformation-and-agribusiness-revitalization-project-star-p-p160945-12192018-63681026525344785.pdf>

Scope of Services

The Financial Management Specialist will provide support to the Finance and Administration department of the PIU, to ensure that throughout the PIU project's implementation there are adequate financial management systems in place, and that the PIU is adhering to the PFM stipulations made in the Public Financial Management Act of 2009. The Consultant will guide the implementation of these reforms, whilst working closely with and building the capacity of the Finance department.

Main Responsibilities

The Financial Management (FM) Specialist is required to assist with the processes of Financial Management as well as to consolidate the capacity of the Finance and Administration Departments and other relevant PIU staff by mentoring and working alongside them. The FM specialist will guide the PIU on all FM activities planned under the PIU. The FM Specialist will also ensure that sound technical practices and methods are applied and available and necessary

data are collected and used when carrying out the assignment. The consultant shall work in close consultation with all Project Assistant Accountants and the Internal Auditor. As part of his/her assignment, the FM Specialist is expected to conduct training for PIU employees and sub-project or implementing partners staff and work towards building capacity of the PIU on Financial Management and other relevant staff within the PIU. The main responsibilities include:

- Put in place the necessary procedures, practices and training to fill capacity gaps and strengthen the FMS
- Ensure proper management and disbursement of PIU funds following a sound accounting, budgeting, financial control and audit procedures acceptable to the Government of Liberia and development partner(s)
- Participate in the preparation of annual work plan and budget of the project(s) and submit the same for approval to the World Bank
- Assist with consolidating projects budget prepared by each PMU project and provide guidance before submission to the MoA National Steering Committee (NSC) for approval.
- Prepare monthly, quarterly and annual financial reports for the PMU Director and arrange in consultation with Assistant Accountant, timely financial information for internal audits of PIU and project accounts.
- Submit 45 days after the end of each calendar quarter Interim Financial Reporting Statement (IFRS) to the World Bank in an agreed reporting template.
- Take a lead in building capacity of junior account(s) by training them on the whole accountability chain including completing the student training records of the junior for them to qualify as professional accountants.
- On a yearly basis by March of each year, prepare audit recommendation implementation plan, taking from the recommendations from the external auditor and ensure that all recommendations are implemented by the time of the next audit
- Ensure that all PIU transactions are booked timely and accurately
- Review and approve all requests for payments for PIU project activities
- Review and approve withdrawal applications and their supporting documents according to GoL and project agreements and PADs
- Ensure that accounting book of all PIU project activities are maintained by each project in accordance with international accounting standards

- Review invoices and contracts together with the relevant project team and the procurement specialist
- Maintain contracts signed of projects as part of implementation and execution of payments under such contracts
- Ensure that Project Accountant or Account Assistant control and file all payment documents, invoices and other financial documents relating to project transactions
- Ensuring that all projects financial documents, information and supporting materials are kept in safe custody and are readily made available to the auditor.
- Undertake technical assessments of staff capacity in Finance and Accounting at the beginning and end of the contract, and provide necessary training to upgrade skills as and when required.
- The PMU Director may request the assistance of the Financial Management Specialist to help provide guidance to ensure the PMU fulfills its fiduciary responsibilities and may involve:
 - Ensuring that projects maintain and operate the WB projects and other development partners designated account and verify and authorizes payments for all activities under the project to contractors, Suppliers Consultants and service providers
 - Working closely with the Principal Accountants of Projects to oversee and guarantee compliance with financial covenants such as submitting quarterly Interim Unaudited Financial Reports (IFRs), maintaining internal controls over project expenditure and engaging external auditors.
 - Assisting in upgrading the PMU Financial management manual, establishing chart of accounts and ensure a computerized accounting system is set up (preferably the PMU Tompro System and World Bank's Clients Connection) to carry out activities in accordance with the agreed procedures and provisions of the Grant Agreement, and the national laws and regulations.
 - Ensuring that Project Accountants or Assistants maintain proper accounting records and financial statements that provide a true and fair view and are in compliance with the WB Financial Accounting, Reporting and Audit Handbooks.
 - Ensuring that project(s) bank accounts are maintained and that disbursements of amounts are organized and processed from the Grant account and replenished on a timely basis.
 - Ensuring projects have proper management and disbursement of funds following sound accounting, budgeting, financial control and audit procedures acceptable to the World Bank Group, other development partners and the Government of Liberia.
 - Coordinating with project coordinators and Project Accountants or Assistants the management and maintenance of designated and operation accounts and their reimbursements by projects.
 - Preparing PIU's monthly, quarterly and annual financial reports for the PMU Director and arrange timely financial information for internal and external audits

- Ensuring that Project accountants or Assistants booked all project transactions timely and accurately
- Maintaining all projects contracts signed under development partners funding and ensure the timely execution of payments under such contracts.
- Ensuring that all projects documents are kept in safe custody and are readily made available by project Accountants to the independent auditor and World Bank

- Maintaining all projects Contract original securities including Bid Securities, Advance Payments Securities, Performance Securities and Retention Securities, among others, and release originals to Project Accountants upon completion of the terms and conditions of these securities while maintaining copies of same.
- Overseeing prompt remedial action by projects in respect to irregularities detected by the Auditor or World Bank.
- Ensuring implementation and compliance with the provisions of the legal agreements between the GoL, WB and other development partners in line with the respective Projects Implementation Manuals.
- Working with Project Accountants or Assistant Accountants in ensuring cooperation with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during supervision missions and the recommendations of external auditors.
- Ensuring the Auditor (internal and External) are provided access to copies of all necessary documentation, information and supporting materials.
- Working with PMU internal auditors in ensuring that all projects' procurement and document leading to payments are reviewed and ensure that prompt remedial actions taken by projects in respect to any irregularities detected by the internal Auditors.

Qualifications and Experience

- The Financial Management Specialist will be a professional accountant in good standing (LICPA, CA, CPA, ACCA) or any professional body that is recognized by IFAC , experience in auditing is desirable (articled clerkship) not less than 8 years' experience in financial management; managing World Bank or donor funding experience and public sector is an added advantage.
- Post qualification in Business, Accounting, Finance or Economics will/is an added advantage
- Demonstrate knowledge of IPSAS, IAS, internal control system and accounting software (Tompro knowledge is an advantage)
- Must have good knowledge of financial management policies and procedures of the GoL, multilateral financial institutions (e.g. the World Bank, IFAD and AfDB) and development cooperation agencies; as well as good knowledge of the institutional, technical, and commercial aspects of financial management;

- Excellent skills in project management demonstrated in previous jobs;
- Proven track record in working effectively within multidisciplinary teams;
- Computer proficiency in standard office applications (Spread sheets, word processing, Internet Explorer), excellent communication, interpersonal and team working skills;
- Working knowledge in World Bank Clients Connection; and
- Fluency in English.

PERFORMANCE CRITERIA

- (i) Prepare monthly, quarterly and annual financial reports for the PMU Director and arrange in consultation with Assistant Accountant, timely financial information for internal audits of PIU and project accounts.
- (ii) Submit 45 days after the end of each calendar quarter Interim Financial Reporting Statement (IFRS) to the World Bank in an agreed reporting template.
- (iii) On a yearly basis by March of each year, prepare audit recommendation implementation plan, taking from the recommendations from the external auditor and ensure that all recommendations are implemented by the time of the next audit
- (iv) Undertake technical assessments of staff capacity in Finance and Accounting at the beginning and end of the contract, and provide necessary training to upgrade skills as and when required.
- (v) Maintaining all projects Contract original securities including Bid Securities, Advance Payments Securities, Performance Securities and Retention Securities, among others, and release originals to Project Accountants upon completion of the terms and conditions of these securities while maintaining copies of same.
- (vi) Working with Project Accountants or Assistant Accountants in ensuring cooperation with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during supervision missions and the recommendations of external auditors.