

TERMS OF REFERENCE FOR THE RECRUITMENT OF ASSISTANT INTERNAL AUDITOR UNDER THE TREE CROP EXTENSION PROJECT II (TCEP-II)

Country	Liberia
Project	All IFAD-PIU Projects, Ministry of Agriculture
Assignment Title	Assistant Internal Auditor

Context

With funding from The International Fund for Agricultural Development (IFAD), the Government of Liberia (GOL) is currently implementing three projects:

The Tree Crop Extension Project (TCEP). TCEP includes an IFAD loan of US\$13 million, Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$4.5 million and an additional amount of US\$9 million for rural roads. The project will work towards developing a viable and sustainable smallholder cocoa sub-sector in Liberia's main producing belt. The TCEP was ratified in 2019, and started implementation in January 2019, and is intervening in at least 8 statutory districts in Nimba County. Its duration is 6 years. The TCEP is adopting a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs).

The Tree Crop Extension Project II (TCEP-II). Financing of US\$23.8 million was approved by IFAD's Executive Board in December 2018 and was signed and ratified by the Liberian Government in September 2019. Its duration is 6 years. The TCEP-II financing is prioritized in Lofa County with the possibility to include areas in other counties with comparable socio-economic and agronomic conditions. The TCEP-II is also adopts a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs) building on the achievements and lessons learnt from the IFAD co-financed Smallholder Tree Crops Rehabilitation Support Project (STCRSP).

The Building Climate Resilience Project (BCRP). The Building Climate Resilience Project (BCRP) is a grant of US\$8.84 million that will be implemented as an integral part of TCEP-II following the implementation model for the on-going IFAD-financed projects in the agriculture sector in Liberia. The project intends to address the underlying constraints that further exacerbate the projected climate change impacts and that represent major barriers to adaptation and resilience in the cocoa and rice sector in Liberia. The goal of the Project is that livelihoods and climate change resilience of rural farming households in Liberia are improved. The objective of the Project is to promote agriculture as a business for enhanced incomes and reduced rural poverty. The Project shall benefit about 25,000 direct beneficiaries drawn from smallholder farmers, FBOs including cooperatives, partner financial institutions, small scale rural entrepreneurs, women and rural youth (18 – 35 years). The Project area will be Bounty County of Liberia.

The Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P)

Smallholder Agriculture Transformation and Revitalization Project (STARP) was 48 million project co-funded by the World Bank and the International Fund for Agricultural Development (IFAD). The project was designed to reach 38,000 direct beneficiaries out of which female representation stands at 30%, along the value chains of oil palm, vegetables and rice in selected counties. The objective of the

project is to increase agricultural productivity and commercialization of smallholder farmers for selected value chains in selected counties and support Agribusinesses and Business Development Services Enterprises that have business links to smallholders' farmers in the targeted value chains. The STAR Project began effective in 2019, with the IDA funding of 25 million reaching its completion in June 2025 while the project closure is scheduled for October 2025. Meanwhile, the STAR Project will continue up to 2029 under the supervision IFAD.

THE PROGRAM IMPLEMENTATION UNIT (PIU)

The Ministry of Agriculture is the implementing Agency for all IFAD funded projects in Liberia through a dedicated Program Implementation Unit (PIU). A single program implementation unit with the required thematic expertise to manage IFAD projects is deemed to be cost effective, while facilitating cross learning and knowledge management, and building synergies between projects.

The PIU now seeks to recruit an Assistant Internal Auditor to support the IA Unit in fulfilling its responsibility. The below vacancy is positioned within the PIU and will be working on the TCEP-II project.
Post Title: Assistant Internal Auditor

**Reports to: Senior Internal Auditor
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Monrovia

Start Date: October 1, 2025

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Assistant Internal Auditor will:

- Assist to prepare audit plan for approval by the PMU Director and Program Steering Committee (PSC) and ensure the effective delivery of services and execution of the plan.
- Assist to conduct special investigation as requested by senior management of the program/projects and by the PSC.
- Assist to conduct at least on a quarterly basis review missions to county PIUs, implementing partners and beneficiaries - report on findings, make recommendations for improvements and follow-up on implementation status of previous recommendations including those from external audit reports and IFAD missions.
- Assist in producing high quality reports that include recommendations to strengthen internal control and improve compliance with operating policies and procedures, external laws and regulations as well as IFIs' requirements.
- Ensure the implementation of appropriate tools (management dashboards, monitoring and control sheets, etc.) for transparent management of Project operations while minimizing the risks of malfunction and inefficiency;

- Ensure the implementation by the project management team of budget execution monitoring processes, variance analysis along with the necessary corrective measures and cash forecast processes at least on a quarterly basis,
- Ensure that procurement and contracts are awarded, developed and implemented in accordance with procurement procedures and the procurement plan and that expenditures are in accordance with approved budgets and that fiduciary clauses are exhaustive and compliance with IFAD's requirements.
- Support the review of all contracts to be signed with partners, suppliers, service providers, etc., evaluate the corresponding financial commitment and assess compliance with IFAD requirements, as well as any legal risks arising from non-compliance with obligations.
- Carry out monthly or quarterly unannounced checks of the cash register, warehouses and all other valuables held by the Project
- Assist to prepare annual and periodic budget for the audit function.
- Support the management of the resources necessary to accomplish the audit plan and requested services within the parameter of the budget.
- Manage relationships with senior management of the MOA, PMU, PIU, Implementing Partners and other key stakeholders.
- Maintain a high degree of objectivity, independence, confidentiality, ethics and professionalism as well as technical proficiency in all aspects of the internal audit function; and
- Adhere to strict professional methodology for all engagements in accordance with professional auditing standards.

Competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources.
- **Team Work:** Fosters a cohesive team environment; able to foster and build team spirit, focus and engagement at all levels.
- **Communicating and negotiating:** Acquires and uses a wide range of communication styles and skills.
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.

Technical/Functional competencies

- **Effective Communicator** with proven ability to build and nurture contacts among stakeholders and project staff during engagement. Ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others.
- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and experience:

- Bachelor degree in Accounting and Finance and at least a Level II candidate for professional certification (CIA, ACCA, CA, CPA). A Master degree in Accounting or related discipline is an added advantage.
- At least 2 years of progressive work experience in the field of auditing. Work experience with a reputable international or national audit firm is an advantage.
- Demonstrated knowledge of professional ethics, auditing standards and auditing procedures.
- Must be computer literate especially in the use of Microsoft office and auditing software packages.
- Willingness to travel to project sites in the counties; and
- Excellent English speaking, reading and writing is required.

All Interested and qualified applicants should address their applications including letter of interest along with Curriculum Vitae and copies of relevant Diplomas/Certificate to the below address via email: **Kindly indicate in the email subject, the Title of the position you are applying for.**

Recruitment Team

IFAD Projects PIU

Programme Management Unit Ministry of Agriculture Email: ifadrecruit@moa.gov.lr

Deadline for submission of Applications: September 2, 2025 at 5PM GMT

QUALIFIED WOMEN ARE ENCOURAGED TO APPLY