



**Ministry of Agriculture**  
Republic of Liberia  
Tubman Boulevard, Congo Town  
Ministerial Complex, Congo Town  
Monrovia, Liberia



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**REQUEST FOR EXPRESSIONS OF INTEREST – (INDIVIDUAL CONSULTANCY)**

**RE: PROJECT ACCOUNTANT – SMALLHOLDER AGRICULTURE DEVELOPMENT FOR FOOD AND NUTRITION SECURITY (SADFONS) PROJECT**

**Background**

The Government of Liberia, through the Ministry of Agriculture has received grants from the Global Agriculture Food Security Program (GAFSP) of the World Bank Group and the African Development Fund of the African Development Bank (AfDB) for Agriculture development in Liberia. Proceeds of this Grant will be used to implement activities of the Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project. The Project is being implemented under the supervision of the African Development Bank (AfDB).

**Project Summary**

The Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) project seeks to improve food and nutrition security and reduce poverty of targeted rural populations in Liberia. This will be achieved through (i) increased agricultural productivity and production of smallholder farmers (with a focus on food crops such as rice, cassava, and vegetables), (ii) improved smallholders' value addition, market access and income, and (iii) strengthening the capacity of the government institutions, farmers and producer organizations. The Project area will cover six counties (Bomi, Grand Bassa, Grand Gedeh, Maryland, Montserrado and River Gee) over a five-year period. The project consists of three components, namely: (i) Support smallholder agricultural productivity and market access, (ii) Institutional Strengthening and Capacity building and (iii) Project management and coordination. The total project cost is estimated at US\$ 9.08 million, of which the Global Agriculture and Food Security Program (GAFSP) will finance US\$ 8.2 million, African Development Fund UA 300,000 (US\$ 429,027) and the Government of Liberia (GoL) US\$ 453,000.

The Government of Liberia through the Ministry of Agriculture is devoting some of the Project proceeds to hire and pay for the services of a project accountant who will provide services to the **Smallholder Agriculture Development for Food and Nutrition Security (SADFONS)**.

The services to be performed by the Project Accountant are outlined in the attached Terms of Reference (provide link **PLEASE**).

The Ministry of Agriculture now invites eligible individual consultants to indicate their interest in performing said Services. Interested Individual Consultants should provide updated

Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services as described.

**Kindly indicate in the email subject, the Title of the position you are applying for.**

Expression of interest must be signed and delivered/submitted to the address below by email by not later 17:00 hrs GMT of Tuesday, August 10, 2021.

**Note:** Only shortlisted candidates will be contacted.

Recruitment Team  
Smallholder Agriculture Development for Food and Nutrition Security  
National Coordinating Office (NCO)  
Ministry of Agriculture  
Email: [recruit@moa.gov.lr](mailto:recruit@moa.gov.lr)

### **TERMS OF REFERENCE (ToR) - PROJECT ACCOUNTANT**

**Post Title: Project Accountant**

**Location of Post:** Monrovia

**Contract Duration:** 3years, renewable every year on the basis of satisfactory performance.

**Reports to:** Project Coordinator (PC)

### **Background**

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**crops such as rice, cassava, and vegetables), (2) improved smallholders' value addition, market access and income; and (3) strengthened capacity of selected government institutions, farmers and producer organizations.**

### **Scope of Work**

The Project Accountant will oversee the fiduciary and financial dealings of the Project and record the day-to-day financial transactions of project activities with support/supervision by the PMU Financial Management Specialist (FMS)/MOA Financial Comptroller. He/She will ensure full compliance with the requirements of the African Development Bank and the Government of Liberia financial guidelines, regulations and procedures where applicable to ensure the effective processing of financial transactions, reporting and efficiency in expenditures. The Accountant will develop and submit regular financial reports in standard formats as may be required by the MOA or the Bank (AfDB).

### **MAIN RESPONSIBILITIES**

The specific responsibilities of the Project Accountant shall include, but not limited to the following:

- Maintain up-to-date accounting and financial records in accordance with the project's accounting system, including journals, ledgers, fixed asset registers, etc.
- Responsible for the safe custody of petty cash and documents and inspection of daily petty cash disbursement documents;
- Verify the eligibility and accuracy of all payments by ensuring that documents are in compliance with donor and GOL financial requirements before submission to the Project Coordinator for approval;
- Reconcile accounts and prepare financial statements;
- Ensure timely closure of accounts per agreed stipulated timeline and update same for submission Management;
- Prepare periodic financial reports approved by the FMS/Comptroller in the form and manner required by the Bank, the GOL (MOA/MFDP);
- Prepare audit file to facilitate the work of external auditing firm;
- Supervise Accounts/Admin Assistant and ensure that he/she properly files/maintains accurate records/ documents system;
- Carrying out financial managerial activities under the Project and provide financial advisory and technical tasks relative to the scope of this assignment to PC;
- Work closely with the project team/Specialist to prepare Annual Work Plans and Budgets (AWPBs) of the Project;
- Ensure that all financial transactions are in accordance to budget lines of the cost table and approved AWPB;

- Facilitate the submission of Withdrawal Applications and checks are signed on time by designated signatories;
- Identify all bottlenecks in the financial cycle of the Project – internal control weakness and bring these to the attention of senior management including the Bank for remedial actions;
- Ensure that ALL payments are in compliance to the signed financial agreement and other agreed protocols of the Bank and GOL;
- Ensure that supporting documents for payment are satisfied before issuing payments;
- Monitor compliance with the Bank’s rules, audit and fiduciary requirements;
- Ensure that financial transactions are carried out in accordance with applicable FM policies, procedures, and instructions;
- Lead the development and regular update of the Project Financial Procedures Manual (FPM) to standardize and streamline financial management practices within the project. The FPM will also contain the relevant accounting policies and standards to be followed in the preparation of the project financial reports and relevant handbooks;
- Perform other tasks as may be assigned by supervisor/employer

#### **QUALIFICATIONS AND EXPERIENCE, ESSENTIAL SKILLS AND KEY COMPETENCE**

- **A MINIMUM OF BACHELOR DEGREE IN ACCOUNTING, FINANCE, OR BUSINESS ADMINISTRATION - ACCOUNTING OR FINANCE MAJOR IS A MUST – MASTER DEGREE WILL BE AN ADDED ADVANTAGE.**

- A qualified accountant with full membership of an internationally recognized accounting professional body /entity (ACCA/CA/CPA/ CGMA /**Chartered Accountant**) or at least part 2 is a must
- Familiarity with government and multilateral aid operations
- Comprehensive computer skills with practical knowledge of Microsoft Office Suite (especially Excel, Word and PowerPoint) and familiarity with usage of accounting software in recording, processing and preparing financial reports.
- A minimum of eight (8) years of experience as an accountant of which four (4) years multilateral/donor funded project or program.
- Have sound knowledge of IPSAS, IFRS or local accounting standards that comply with IPSAS or IFRS requirements, and application of those standards in practice.
- Have extensive experience in planning, budgeting budgetary control, and financial reporting.
- Possess knowledge and experience of donor disbursement procedures and justification practices.
- Possess good people management skills, interpersonal relationship skills, honesty and the ability to communicate fluently in English.
- Must be a team player and have the ability to meet deadlines.
- Must be prepared to undertake extensive field visits in support of implementation.

#### **OTHER COMPETENCIES:**

- **Results Oriented:** Candidate must be resourceful and capable of meeting deadlines in a highly work demanding environment; flexible and able to multi-task.
- **Leadership:** Candidate must possess strong management, organizational and leadership skills; capable to provide relevant support to team members especially when all seems “off”; always seeking continual improvement and collaborative engagement within the team; assess risks and make timely decisions to meet project targets.
- **Team Player:** Candidate must be tolerant of others of different culture and diverse backgrounds; work effectively with others to meet mutual goal; willingness to listen to others’ views and try out new techniques/proposals to achieving a project objectives.
- **Reporting:** Capable to report (written and orally); excellent command of the English Language; also capable to facilitate/organize workshop for training purpose or otherwise

**PERFORMANCE CRITERIA:**

- (i) Maintain project Category, Component and Activity budget and expenditure registers/listings updated on a daily basis and provide Category, Component and expenditure information to bank’s supervision missions.
- (ii) Ensure that cash advances are retired within a maximum of 7 days from the scheduled completion of the respective activity. Ensure unaccounted for advances are recovered in accordance with agreed accounting procedures.
- (iii) Reconciliation of books of accounts every ten (10) days.
- (iv) Prepare monthly reconciliation statements by 1<sup>st</sup> Friday of the following month on the basis of a transaction cut-off of 4<sup>th</sup> Friday or such other time as indicated in the financial and accounting procedures manual.
- (v) Prepare and submit monthly management accounts/financial statements to the Financial Controller by the 2<sup>nd</sup> Friday of the following month on the basis of a transaction cut-off date of the 4<sup>th</sup> Friday or some other date as indicated in the financial and accounting manual.
- (vi) Ensure that payment requests are processed within a maximum of three (3) days of receipt of a duly authorized request.
- (vii) Ensure timely submission of withdrawal applications.
- (viii) Prepare special account replenishment requests complete with supporting documentation and submit to the Financial Controller within 3 days of attaining a 50% level of expenditure of the previous replenished balance of the revolving fund.
- (ix) Maintain an accurate and complete replenishment record, including all necessary supporting documentation, such as duly authorized requisitions, purchase orders, invoices, payment vouchers, etc.
- (x) Follow-up all disbursement/payment requests and ensure that they are submitted to the Bank within a maximum of 5 days following approval by project management.

- (xi) Clear and measurable quarterly performance targets/milestones agreed with Financial Controller at the beginning of each quarter. Performance appraisal form completed and submitted to Financial Controller by 5<sup>th</sup> June and 5<sup>th</sup> January of every year.

***The Ministry of Agriculture/ SMALLHOLDER AGRICULTURE DEVELOPMENT FOR FOOD AND NUTRITION SECURITY (SADFONS) PROJECT is an equal opportunity and competitive recruitment project. It does not discriminate based on race, sex, religion, national origin, disability, marital status or any other characteristic protected by law. Send application to [xxxxxxxxx](#) Application deadline is 17:00 hrs. Tuesday, August 10, 2021. Only SHORTLISTED candidates will be contacted.***