



**Smallholder Agriculture Development for Food and Nutrition Security (SADFONS)**  
**Ministry of Agriculture Annex, LIBSUCO Compound, Old LPRC Road,**  
**Japan Freeway, Gardnersville, Monrovia, Liberia**

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)**  
**(INDIVIDUAL CONSULTANCY)**  
**FINANCIAL MANAGEMENT SPECIALIST**

**Republic of Liberia**

Assignment Title: **Individual Consultancy for the Position of Financial Management Specialist for the Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project.**

Name of Project: **Smallholder Agriculture Development for Food and Nutrition Security (SADFONS)**

Sector : **Agriculture**

Project ID No. : **P-LR-AA0-014**

Grant Number : **55701550010XX**

Reference No. : **MoA/SADFONS/ICS/C11/AF/001/24**

Issue Date : **June 25, 2024**

End Date : **July 8, 2024**

1. The Government of Liberia, through the Ministry of Agriculture (MoA) 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) to finance the Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project. The Project intends to apply part of the proceeds toward the recruitment of a Financial Management Specialist (FMS).
2. The Individual consultant will provide services under the project that includes but not limited to the following: The overall responsibility for implementing and managing the agreed FM arrangements as well as supervising all accounts staff of the PIU; 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; Lead the budget preparation process and present the project budget to the Project Coordinator. Manage budget execution, and controlling expenditure, to ensure that activities executed are in line with the approved budget and within the budgeted expenditures; Monitor budget execution and progress, including input to progress reporting for the project; Ultimate responsibility for the preparation of quarterly interim unaudited financial reports, as well as the annual projects financial statements; Develop and implement business process improvement where appropriate, including computerization and automation of accounting and financial reporting; In conjunction with vendor, ensure the provision of training to project staff on any installed software, to assure its proper and beneficial use. Determine the software modules to be operationalized, and ensure their satisfactory performance; Develop and implement appropriate treasury procedures, to ensure that the management and utilization of all project accounts including Special Account, and Counterpart Funds Account are optimized;
3. The duration of the contract is Maximum Three (3) years, renewable based on agreed satisfactory performance targets and deliverables.

4. Qualification and Experience: (a) Must be chartered accountant with full membership of an internationally recognized accounting professional body, CA, CPA, ACCA or CGMA, (b) Minimum of Eight (8) years of experience in accounting, of which four (4) years must be in a similar position, preferably working on multilateral donor funded projects (i.e., AfDB/World Bank etc.); (c) Bachelor degree in Accounting, Finance or Business Administration, Master's Degree would be an advantage; sound knowledge in the practical application of IPSAS, IFRS or local accounting standards that comply with IPSAS or IFRS requirements; sound experience and skilled in the usage of an automated accounting software and advanced knowledge of desktop computing packages including Microsoft Office Suite (MS Excel, Outlook, Word, Access and PowerPoint), etc.;
5. The MoA/SADFONS Project now invites eligible Individual Consultants to express interest in providing these services by submitting their Curriculum Vitae (CV) demonstrating experience in performing similar assignments with references and showing responsiveness to the qualification's requirements in the REOI. for the assignments required. Consultant/Consultants that are part of an international network must submit a single expression of interest.
6. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy and Methodology for Bank Group funded Operations" (BPM), dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.
7. Interested Consultant can obtain further information at the e-mail addresses mentioned below during working hours: **9:00am – 5:00pm, Liberian Time, Mondays through Fridays (except public holidays):** [dwiagbe@moa.gov.lr](mailto:dwiagbe@moa.gov.lr) with copy to : [mkamara@moa.gov.lr](mailto:mkamara@moa.gov.lr)
8. Expressions of Interest must be delivered in a written form or by email to the address below, not later than Monday, 8<sup>th</sup> July 2024 at 11:00 am GMT and must be clearly marked: **"Expressions of Interest (EOI) for the selection of Financial Management Specialist (FMS) for the Smallholder Agriculture Development for Food and Nutrition Security (SADFONS) Project.**

Attn: MoA/SADFONS Project  
Mr. Jlopleh Dennis Wiagbe, Jr.

**Project Coordinator**

P.O. Box 10-9010  
Program Management Unit  
Ministry of Agriculture annex,  
LIBSUCO Compound, Old LPRC Road,  
Japan Freeway, Gardnesville,  
Monrovia, Liberia.

**Email Address:** [dwiagbe@moa.gov.lr](mailto:dwiagbe@moa.gov.lr), and copy to [sadfonsbidssub@moa.gov.lr](mailto:sadfonsbidssub@moa.gov.lr), [mkamara@gov.lr](mailto:mkamara@gov.lr)  
**0777549875/0886549875**

Please see attached Terms of Reference (TOR)



**Smallholder Agriculture Development for Food and Nutrition Security (SADFONS)  
Ministry of Agriculture Annex, LIBSUCO Compound, Old LPRC Road,  
Japan Freeway, Gardnersville, Monrovia, Liberia**

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**Post Title: Financial Management Specialist**

**Location of Post:** Program Management Unit, Ministry of Agriculture Annex, Old LPRC Road, Japan Freeway, Gardnersville, Monrovia, Liberia, with occasional travel to project counties.

**Selection Method:** Individual Consultancy Selection (INDV) method.

**Contract Duration:** Maximum Three (3) years, renewable based on agreed satisfactory performance targets and deliverables.

**Reports to:** Project Coordinator

**Recruitment:** National Position

**Background**

The Government of Liberia, through the Ministry of Agriculture has received grants from 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). 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 agriculture 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 eight (8) counties (Bomi, Grand Bassa, Grand Gedeh, Maryland, Montserrado, River Gee, Margibi and Bong) 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 Government of Liberia through the Ministry of Agriculture is devoting some of the Project proceeds to hire the services of a Financial Management Specialist to the (SADFONS) Project.

## SCOPE OF RESPONSIBILITIES

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

He/ she will have specific responsibility for the following:

6. Overall lead for the projects in the areas of budgeting, accounting, implementing internal controls, financial reporting and treasury management, and ensuring compliance with approved procedures;
7. Lead the budget preparation process and present the project budget to the Project Coordinator.
8. Manage budget execution, and controlling expenditure, to ensure that activities executed are in line with the approved budget and within the budgeted expenditures;
9. Monitor budget execution and progress, including input to progress reporting for the project;
10. Ultimate responsibility for the preparation of quarterly interim unaudited financial reports, as well as the annual projects financial statements;
11. Develop and implement business process improvement where appropriate, including computerization and automation of accounting and financial reporting;
12. In conjunction with vendor, ensure the provision of training to project staff on any installed software, to assure its proper and beneficial use. Determine the software modules to be operationalized, and ensure their satisfactory performance;
13. Develop and implement appropriate treasury procedures, to ensure that the management and utilization of all project accounts including Special Account, and Counterpart Funds Account are optimized;
14. Ensure that advances are justified in line with Bank rules, and monthly bank reconciliations are performed timeously for all project accounts, checked for accuracy, and reconciling items followed up promptly;
15. Supervise all staff and activities of the project financial management function, provide career guidance to staff, and conduct performance reviews (measuring subordinates' performance against agreed targets at agreed intervals);
16. Prepare and implement Training and Capacity Building plans for the financial officers assigned to him/her. Track their improvement through Key Performance Indicators (KPI)'s;
17. Liaise with the internal/external auditors and follow up any audit queries and recommendations;
18. Develop audit recommendations action plan for the implementation of audit recommendations and tracking progress;
19. Support the procurement process by reviewing and monitoring, in conjunction with the procurement specialist and the project coordinator, the FM aspects of procurement of goods, works, and services in accordance with the agreed procurement rules;
20. Assist in field monitoring of project activities and help track physical progress of projects against their expenditures.
21. Ensure timely payment of invoices by promptly preparing payment requests and ensuring that all the supporting documents are accurate and complete.
22. Carry out any other duties as assigned by the Project Coordinator.

## **Qualification and experiences required**

She/ he shall be:

- Must be chartered accountant with full membership of an internationally recognized accounting professional body, CA, CPA, ACCA or CGMA;
- A minimum of Eight (8) years of experience in accounting, of which four (4) years must be in a similar position, preferably working on multilateral donor funded projects (i.e., AfDB/World Bank etc.);
- Bachelor degree in Accounting, Finance or Business Administration, Master's Degree would be an advantage;
- Has sound knowledge in the practical application of IPSAS, IFRS or local accounting standards that comply with IPSAS or IFRS requirements;
- Has sound experience and skilled in the usage of an automated accounting software;
- Advanced knowledge of desktop computing packages including Microsoft Office Suite (MS Excel, Outlook, Word, Access and PowerPoint), etc.;
- Has 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 have integrity;
- Must be prepared to undertake field visits in support of implementation.

## **Reporting Requirements and Time Schedule for Deliverables**

	Duties and Responsibilities	Performance Indicators	Outputs and Deliverables
1.	Organize monthly meeting with financial and operation management to insure timely reporting on AfDB project statuses.	Meetings are held with appropriate follow up by all parties. Compiled information is complete and accurate or deficiencies identified.	Meeting minutes with attendees and deliverables produced within 24 hours.
2.	Identify the required business processes for project accounting and donor compliance and ensure that they are contemplated as part of the project implementation;	Leadership in the Development and monitoring of the ERP system as it relates to Project reporting.	Maintain listing of project accounting requirements, identify gaps and periodically update CFO and Project Coordinator on status.
3.	Maintain necessary records and reports on a timely basis to be fully compliant with the AfDB Bank requirements	Submission of required reports and completion of audits	Maintain list of reporting deadlines for all compliance submissions. Meet deadlines on time and on quality.

4.	Supervise supporting staff as needed for the successful execution of duties;	Staff complete assignments in capable manner.	Staff are well trained and fully capable. Performance gaps are identified for capacity building initiatives.
5.	Assist and train NCO staff in to ensure full compliance and awareness of funder's requirements.	Provide a combination of scheduled training and ad hoc assistance to ensure sufficient awareness to NCO staff	Staff awareness and compliance as observed by Project Coordinator and other Project staff.
6.	Perform other relevant duties as assigned.	To be measured by the Project Coordinator	Various reports and schedules

## **Annex B: Consultant's Reporting Obligations and Time Schedule**

### **Reports and Time Schedule**

The Financial Management Specialist shall submit the following reports required for each financial transaction. All documents/reports will be issued in English, submitted on both hard and electronic copies.

- Produce monthly financial statements report for SADFONS Project at the end of every month not later than 10<sup>th</sup> days after the month end;
- Produce quarterly financial statement report for SADFONS project not later than 15 days after the quarter ends;
- Prepare bank reconciliation statements by the 8<sup>th</sup> day of the following month to which the statements relate.