

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)**

## **LIBERIA**

**Ministry of Finance and Development Planning/Public Financial Management  
Reforms Coordination Unit**

**Assignment Title: FINANCIAL MANAGEMENT SPECIALIST**

**Reference No. :**

The Ministry of Finance and Development Planning has received funds from the Government of Liberia toward the cost of the Public Financial Management Reforms Coordination Unit, and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include:

The Financial Management Specialist (FMS) shall undertake regular review of the progress of project financial management implementation and shall perform the following functions:

- Support the project team in preparing the project's Annual Work Plans (AWPs) and project's Annual Cash Plan on the basis of the AWP and related Procurement Plan (PP);
- Ensure that budgets allocated to components and subcomponents are adequate to implement AWP, prepare monthly reports comparing actual expenditure against budget that highlight weak performing areas, and inform the Project Manager for necessary action;
- Liaise with Project Financial Management Unit (PFMU) and prepare timely quarterly and annual disbursement forecasts for all components of the project in line with the project's PP;
- Liaise with PFMU and conduct a sample transaction review, checking that reported expenditure is backed by adequate and genuine documentation and complies with contract terms and eligibility criteria under agreements;
- Ensure that adequate internal controls exist and are adhered to within the framework of the GoL financial management manual and the Bank's fiduciary guidelines when processing payments and disbursing funds from the designated account. Ensure that only eligible payments are forwarded for approval and disbursement of funds from the designated accounts;
- Manage financial aspects of all contracts under implementation, including payment terms, purchase orders, and variation orders;
- Provide FM support by reviewing project budget plan and Interim Financial Reports, including providing written feedback to the project implementing agencies on project financial management. This will include regularly facilitating the provision of balances for each components and subcomponents of the project;

- Work closely with PFMU and arrange the timely initiation and completion of audits of the project and ensure that the report produced is in compliance with the audit requirements of the relevant protocols;
- Review and analyze matters reported in the Project Audit Reports and take corrective actions and assist in monitoring audit report follow up actions;
- Maintain all fixed assets records of the project, identify their location and the user of each asset, and arrange for the annual and periodical inventory of the assets and updating of the records.
- Perform any other duties assigned by the Deputy Project Manager or Project Manager.

The Ministry of Finance and Development Planning (MFDP) now invites eligible individuals ("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:

- A degree in Accounting, Economics, Finance, or Financial Management from a recognized institution.
- CAT/ACCA/CPA/CIMA qualification will be an asset;
- At least 6 years of post-qualification experience in financial management or accounting;
- Prior experience with World Bank and/or donor funded and public sector projects mandatory;
- High-level proficiency in Financial Management/Accounting System, and MS Office Suite (Word, Excel and PowerPoint) required;

The assignment is for one year and renewable based on performance.

A Consultant will be selected in accordance with the Approved Selection Methods for Individual Consultants set out in the Public Procurement Acts.

Further information can be obtained at the address below during office hours from *0900 to 1700 hours*

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 1700 hour on 3<sup>rd</sup> October, 2018.

Reforms Coordination Unit  
 Attn: William K. Oye, PFM Reforms Coordinator  
 Broad & Mechlin Streets  
 Monrovia, Liberia  
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